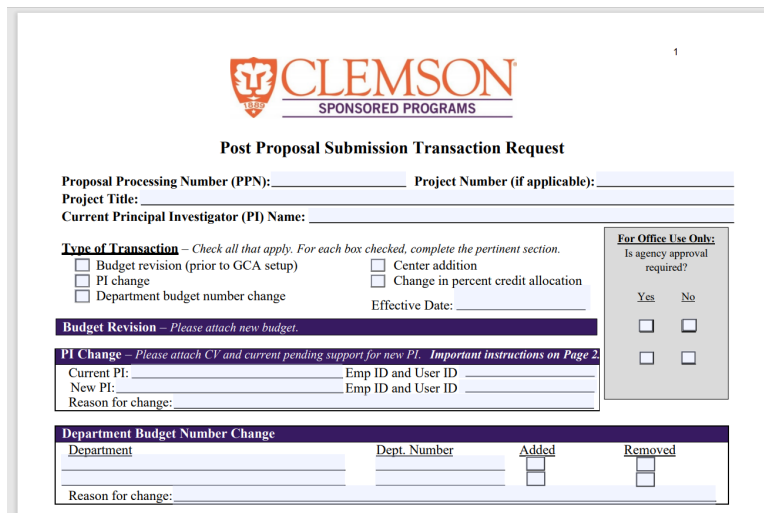


How to Process a Principal Investigator Change and Department # Change

(Guidance document between College Post Award Contact, Grants and Contracts Administration
Grants Administrator, Grants Transactional Services and Office of Sponsored Programs)

Principal Investigator (PI) Change

1. The **College Post Award Contact (CPAC)** will initiate the **Post Proposal Submission Transaction Request (PPSTR)** form and acquires *all signatures* (i.e., **must** have current and new PI; Department Chair; Assistant Dean of Research (ADR)) and collects the supporting documentation:
 - a. the Curriculum Vitae of new PI (CV/Bio sketch [i.e., resume]),
 - b. justification/explanation of the change in PI, and
 - c. copy of Current Awards and Pending Support for new PI (C&PS = proposals submitted not yet funded).
2. The **CPAC** emails the completed form and supporting documents to PPSTR@clemson.edu and to **Grants and Contracts Administration Grants Administrator (GCA GA)**.
(PPSTR form is located at: [Post Proposal Submission Transaction Request.pdf](#))



The screenshot shows the 'Post Proposal Submission Transaction Request' form. At the top is the Clemson University logo and 'SPONSORED PROGRAMS'. The form includes fields for 'Proposal Processing Number (PPN)', 'Project Number (if applicable)', 'Project Title', and 'Current Principal Investigator (PI) Name'. Below these are checkboxes for 'Type of Transaction' such as 'Budget revision (prior to GCA setup)', 'PI change', 'Department budget number change', 'Center addition', and 'Change in percent credit allocation'. There is also an 'Effective Date' field. A 'For Office Use Only' section contains a table for 'Is agency approval required?' with 'Yes' and 'No' columns. The 'Budget Revision' section has a note to 'Please attach new budget'. The 'PI Change' section has a note to 'Please attach CV and current pending support for new PI. Important instructions on Page 2' and fields for 'Current PI', 'New PI', and 'Reason for change', each with 'Emp ID and User ID' sub-fields. The 'Department Budget Number Change' section has a table with columns for 'Department', 'Dept. Number', 'Added', and 'Removed', and a 'Reason for change' field.

3. PPSTR@clemson.edu receives PPSTR form and will vet the PI (compliance checks) and upload PPSTR form into InfoEd. PPSTR/Office of Sponsored Programs (OSP) will hold making changes in InfoEd until they receive Sponsor Approval from the GCA GA.
4. The **GCA GA** will submit the PI Change request (official letter or email and the supporting documentation from Step 2) to the Sponsor and will cc: PPSTR@clemson.edu (The PPSTR form is internal only and is not submitted to the Sponsor. GCA GA will save PPSTR form to their respective OnBase folder). This will alert OSP if there might be an official Modification forthcoming.

5. **IF Sponsor** doesn't *Reply All* when returning Sponsor Approval, GCA GA will forward the Sponsor approval email to PPSTR@clemsn.edu.
6. **PPSTR/OSP** will task the PPSTR form to Grants Transactional Services (GTS) (cuspa@clemsn.edu) and VPR Data (VPRdata@clemsn.edu).
7. Once approval has been received from the sponsor: **For the department change**, the **GCA GA** will notify the **CPAC** and the **CPAC** will work on any type of rebudgeting needs from the former department number to the new department number and notify the **GCA GA** when the Budget Amendment (BA) is ready to post. This includes any encumbrances which need to be moved to the new department number Chartfield String. For regular PO's still encumbered on the old department chart string, the CPAC will reach out to disbursements@clemsn.edu for updates. For subaward POs still encumbered the **GCA GA** will reach out to the **Subaward Administrator** (subawardsadmin@clemsn.edu) for updates. The **GCA GA** should also confirm with the **CPAC** that no further expenses are going to post to the old department number.
8. **GTS** will confirm with the **GCA GA** that the BA has posted, once confirmed, **GTS** will update PeopleSoft. (If it is only an email approval GTS will put on the Amendments panel as a **GCAXX**):

a. update the Project Manager section of the Project GI panel in PeopleSoft;

The screenshot shows the Project GI panel in PeopleSoft. At the top, there are navigation tabs: Project GI, Project Descr GI, Budget Details, Project/Grant4, Project/Grant5, Total Award, and Document. Below the tabs, the Project information is displayed: SetID CU, Project 2015895, Copy of Project, *Description Genome Editing for New Industr, *Status Active, *Start Date 01/01/2023, *End Date 01/31/2024, and a checkbox for Summary Project. The Project Manager section contains a table with columns for Effective Date, Manager, and Manager Name. The Project Status section contains a table with columns for Effective Date and Project Status. At the bottom, there are buttons for Save, Return to Search, Notify, Previous tab, Next tab, Add, Update/Display, and Correct History. A breadcrumb trail is visible at the very bottom: Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions |

b. notate the PI change “from” and “to” on the Project Description GI panel (2nd panel).

c. update Total Award panel, changing the Dept # in the Chartfield string.

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | **Total Award** | Document >

SetID CU Project 2015895

Project Start Date: 01/01/2023 Project End Date: 12/31/2023
 Budget Period Start Date: 01/01/2023 Budget Period End Date: 12/31/2023
 Project Type: Cooperative Agree *Commitment Control Option: Track w/BD

Total Increment Authorized
 Direct: 8,696.00 0.00
 F&A: 1,304.00 0.00
 Total: 10,000.00 0.00

Date Entered: 01/24/2023 Acct Num: 20-207-xxxx0310,245-2015895
 Original Award: 10,000.00 Total Amend: 0.00
 F&A Rate: 15.000 F&A Cost Base: MTDC Mult F&A:

Multiple F&A

F&A Rate	Direct Budget	F&A Budget	Total Budget
1			

Comment: See projects 2013686, 2014446, and 2015102 for previous years.

Save Return to Search Notify Previous tab Next tab Add Update/Display Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions |

d. update the Dept #s on the Document panel, moving the old Dept # to the 2nd field.

< Budget Details | Project/Grant4 | Project/Grant5 | Total Award | **Document** | Sponsor | Amendments

SetID CU Project 2015895

Depts: 0310 0317

PPN: 2023001043 Property: None None None None

Subcontract: PS Cost: Cost Share: C/S Amt Req: 0.00 F & A Waived: 0.00 Effort:

Source:

CU Acct 1: CU Acct 4: CU Acct 5:

CU Acct 2: Control Num. TGP

CU Acct 3: In-Kind Amt: 0.00 Other Amt: 0.00 Cash Amt: 0.00 C/S FA:

9. **GTS** will process the **Project Worksheet (PW)** in PeopleSoft and send out the PI Change notification to relevant parties. **GTS** will also upload the PW to InfoEd.
10. **IF Subawards** are involved, the Subaward Administrator (subawardsadmin@clermson.edu) must be notified of the change; this will be done when **GTS** sends out the updated PW.
11. **Subawards** (subawardsadmin@clermson.edu) will make their changes and email CUSPAA@clermson.edu about the PI and Department Number Change for the Subcontracts panel and PO to be updated.
 - a. **GTS** will update Chartfield String on the Subcontracts panel and PO's.
 - b. The **GCA GA** will also update the **Subaward Spreadsheet** with the new department number.

12. **IF there is Cost Share, GCA GA will need to change the PI information on the Cost Share project(s).**

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document >

Project

SetID CU
 Project 1423199
 Copy of Project:
 *Description Cost Share for 206-2013199 *Status Active Attributes
 *Start Date 04/01/2019
 *End Date 04/30/2024 Summary Project

Project Manager

*Effective Date	*Manager	Manager Name		
03/22/2019	033832	Kitchens, Christopher L	+	-

Project Status

*Effective Date	*Project Status		
03/22/2019	Approved	+	-

Save Return to Search Notify Previous tab Next tab Add Update/Display Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions | Report

13. **Exceptions:**

- IF an official Modification** is issued by the Sponsor and is sent to the **GCA GA, GCA GA** will forward the Modification to PPSTR@clemsn.edu. **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW.
- IF an official Modification** is issued by the Sponsor and is sent to CUOSP@clemsn.edu, **OSP** will forward the Modification to PPSTR@clemsn.edu. **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW, if not already completed.
- IF an official Modification** is issued by the Sponsor and is sent to cuspaa@clemsn.edu, **GTS** will forward the Modification to PPSTR@clemsn.edu, confirm the information is already correct in PeopleSoft, update the Amendments panel, and upload the modification to InfoEd.

< Document Sponsor **Amendments** Conditions Reports Subcontracts Invoice Project Totals >

SetID CU Project 2015895

Amendments To Award

Issue Date:	Number:	Amount:	Time Ext:	Date Entered/Comments:		
		0.00			+	-

Save Return to Search Notify Previous tab Next tab Add Update/Display Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Condition