

## How to Process a Principal Investigator 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](mailto:PPSTR@clemson.edu) and to **Grants and Contracts Administration Grants Administrator (GCA GA)**. Use the following naming convention in your subject line:
  - a. **Current Dept #-Subclass-Project PPN PPSTR New PI Name PI Change**

Ex.: 0956-206-2016494 2024002318 PPSTR Lisa Benson PI Change

(PPSTR form is located at: [Post Proposal Submission Transaction Request.pdf](#) )

**CLEMSON**  
SPONSORED PROGRAMS

**Post Proposal Submission Transaction Request**

Proposal Processing Number (PPN): \_\_\_\_\_ Project Number (if applicable): \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Current Principal Investigator (PI) Name: \_\_\_\_\_

**Type of Transaction** – Check all that apply. For each box checked, complete the pertinent section.

<input type="checkbox"/> Budget revision (prior to GCA setup)	<input type="checkbox"/> Center addition
<input type="checkbox"/> PI change	<input type="checkbox"/> Change in percent credit allocation
<input type="checkbox"/> Department budget number change	Effective Date: _____

**Budget Revision** – Please attach new budget.

**PI Change** – Please attach CV and current pending support for new PI. **Important instructions on Page 2.**

Current PI: _____	Emp ID and User ID _____
New PI: _____	Emp ID and User ID _____
Reason for change: _____	

**For Office Use Only:**  
Is agency approval required?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Department Budget Number Change**

Department	Dept. Number	Added	Removed
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Reason for change: \_\_\_\_\_

3. [PPSTR@clemson.edu](mailto: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](mailto: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.

2/27/2025

5. **IF Sponsor** doesn't *Reply All* when returning Sponsor Approval, **GCA GA** will forward the Sponsor approval email to [PPSTR@clemsun.edu](mailto:PPSTR@clemsun.edu).
6. **PPSTR/OSP** will task the PPSTR form to Grants Transactional Services (GTS) ([cuspa@clemsun.edu](mailto:cuspa@clemsun.edu)) and VPR Data ([VPRdata@clemsun.edu](mailto:VPRdata@clemsun.edu)).
7. **GTS** will update PeopleSoft.
  - a. If an email approval (non-official modification, i.e. numbered mod) **GTS** will put on the Amendments panel as a **GCAXX** for the **Number**, then **type of PPSTR with initials and date for Date Entered/Comments**

[< Document](#) | [Sponsor](#) | **[Amendments](#)** | [Conditions](#) | [Reports](#) | [Subcontracts](#) | [Invoice](#) | [Project Totals >](#)

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SetID CU Project 2016494

**Amendments To Award** 1-2 of 2

Issue Date:	Number:	Amount:	Time Ext:	Date Entered/Comments:
07/29/2024	001	194,272.00		addl \$; 9/3/24 gpc
02/08/2025	GCA1	0.00		PPSTR percent change VD 2/18/25

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

[Project GI](#) | [Project Descr GI](#) | [Budget Details](#) | [Project/Grant4](#) | [Project/Grant5](#) | [Total Award](#) | [Document](#) >

**Project**

SetID CU  
 Project 2015895  
 \*Description Genome Editing for New Industr  
 \*Start Date 01/01/2023  
 \*End Date 01/31/2024  
 Copy of Project: \*Status Active  
 Summary Project

**Project Manager**

*Effective Date	*Manager	Manager Name
01/01/2023	015009	Saski, Christopher A

**Project Status**

*Effective Date	*Project Status
01/01/2023	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](#)

- c. notate the PI change "from" and "to" on the **Project Description GI** panel (2<sup>nd</sup> panel)
8. **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**.
9. **IF Subawards** are involved, the Subaward Administrator ([subawardsadmin@clemsun.edu](mailto:subawardsadmin@clemsun.edu)) must be notified of the change; this will be done when **GTS** sends out the updated PW notification email and upload PW into InfoEd.

10. **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  \*Status Active [Attributes](#)  
 \*Start Date    
 \*End Date   Summary Project

**Project Manager**

*Effective Date	*Manager	Manager Name		
<input type="text" value="03/22/2019"/>	<input type="text" value="033832"/>	Kitchens, Christopher L	<input type="button" value="+"/>	<input type="button" value="-"/>

**Project Status**

*Effective Date	*Project Status		
<input type="text" value="03/22/2019"/>	<input type="text" value="Approved"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

**11. Exceptions:**

- a. **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](mailto:PPSTR@clemsn.edu). **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW notification email and upload PW into InfoEd.
- b. **IF an official Modification** is issued by the Sponsor and is sent to [CUOSP@clemsn.edu](mailto:CUOSP@clemsn.edu), **OSP** will forward the Modification to [PPSTR@clemsn.edu](mailto:PPSTR@clemsn.edu). **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft, send out an updated PW notification email and upload PW into InfoEd, if not already completed.
- c. **IF an official Modification** is issued by the Sponsor and is sent to [cuspa@clemsn.edu](mailto:cuspa@clemsn.edu), **GTS** will forward the Modification to [PPSTR@clemsn.edu](mailto:PPSTR@clemsn.edu). **PPSTR** will task to **GTS** and **GTS** will correct the information in PeopleSoft: update the Project GI panel, Amendments panel, and Project Descr GI panel. Then **GTS** will send out an updated PW notification email and upload the PW into InfoEd.

SetID CU Project 2015895

**Amendments To Award**  | 1-1 of 1 | View All

Issue Date:	Number:	Amount:	Time Ext:	Date Entered/Comments:		
<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>