

Change of PI Request



Approval of a NITC project includes consideration of the participation and qualifications of the Principal Investigator (PI). NITC requires notification whenever there is significant change in the level of participation by the PI in the awarded project. An email requesting a change in the level of PI participation should be addressed to the Research Program staff, the Executive Committee representative, and the PI's Office of Sponsored Programs. The email should detail:

- the reasons for the change in key personnel,
- a plan for conduct of the project and supervision after the change has been approved, and
- the proposed replacement personnel's vitae.

This request must be made prior to the implementation of any changes.

Short Term Absence of PI

If the change in PI effort is expected to be less than 90 days, the PI will notify the Research Program Manager described above. The Research Program Manager will approve if conditions are satisfactory. If plan is not satisfactory, project may be suspended until an approved plan is in place.

Long Term Absence of PI

If the change in PI effort is anticipated to be more than 90 days, but the PI plans to return to the project, the PI must notify the Program Manager as described above. If approved by the Research Program Manager, no amendment to the task order is required.

If the PI will be leaving the project and not returning, then a change of PI request must be made as described above. If the PI is replaced with a Co-PI who is at a different institution or if scope of work will change with this action, the Executive Committee will need to approve the change. The Research Program Manager will approve the change if conditions are satisfactory and notify the PI, new PI, and the Office of Sponsored Programs. If a new PI is approved, the task order for the project will be amended.

If the Research Program Manager does not approve the changes, the project may be suspended until an approved plan is in place.