

Prior Approval Request for Change of PD/PI

Signing Officials (SOs) can initiate the request for a Change of Program Director/Principal Investigator (PD/PI) electronically through eRA Commons via Prior Approval.

- The following conditions must be met for a grant to be eligible for a Change of PD/PI Request:
 - The grant is awarded, and the Project Period End Date has not passed.
 - The grant is not a Fellowship or Career.
- The details for the request require some basic information:
 - Who is being replaced, removed or added to the grant?
 - What will their level of effort be?
 - What is the effective start date for the requested changes?
- Additionally, some files will need to be uploaded as an attachment to the request.
 - Biosketch for any new PD/PI
 - Other Support for any new PD/PI
 - Justification Document

Once the request is submitted, the system creates a PDF of all the submitted information and sends a notification to the SO, the Grants Management Specialist, and Program Officer so they can review the request.

NOTE: Principal Investigators cannot see Change of PD/PI Requests.

Please note that the subsequent review and approval process remains the same.