

GM 13.7 PI Change

PI CHANGE

Business Purpose: To change the PI in the contract and the primary projects:

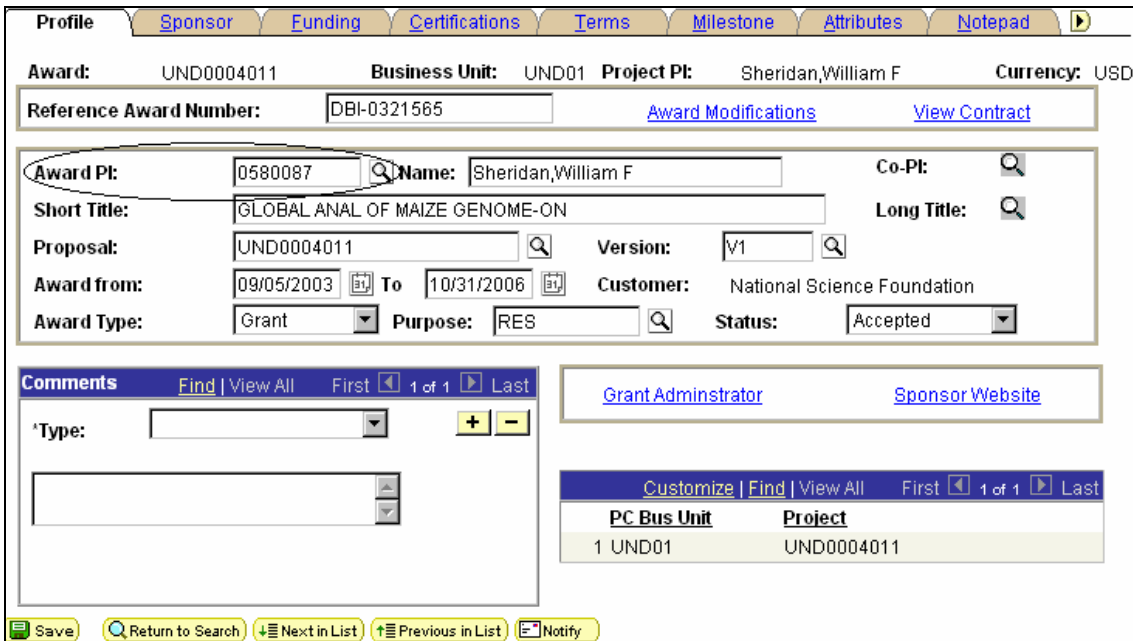
1) Change the PI in your contract

Navigation:

Grants>Awards>Award Profile

Enter **Business Unit** and **Contract** number

Click Search



Profile | Sponsor | Funding | Certifications | Terms | Milestone | Attributes | Notepad

Award: UND0004011 Business Unit: UND01 Project PI: Sheridan, William F Currency: USD

Reference Award Number: DBI-0321565 [Award Modifications](#) [View Contract](#)

Award PI: 0580087 **Name:** Sheridan, William F **Co-PI:** [Search]

Short Title: GLOBAL ANAL OF MAIZE GENOME-ON **Long Title:** [Search]

Proposal: UND0004011 **Version:** V1

Award from: 09/05/2003 To 10/31/2006 **Customer:** National Science Foundation

Award Type: Grant **Purpose:** RES **Status:** Accepted

Comments | Find | View All | First | 1 of 1 | Last

'Type: [Dropdown] [+] [-]

[Text Area]

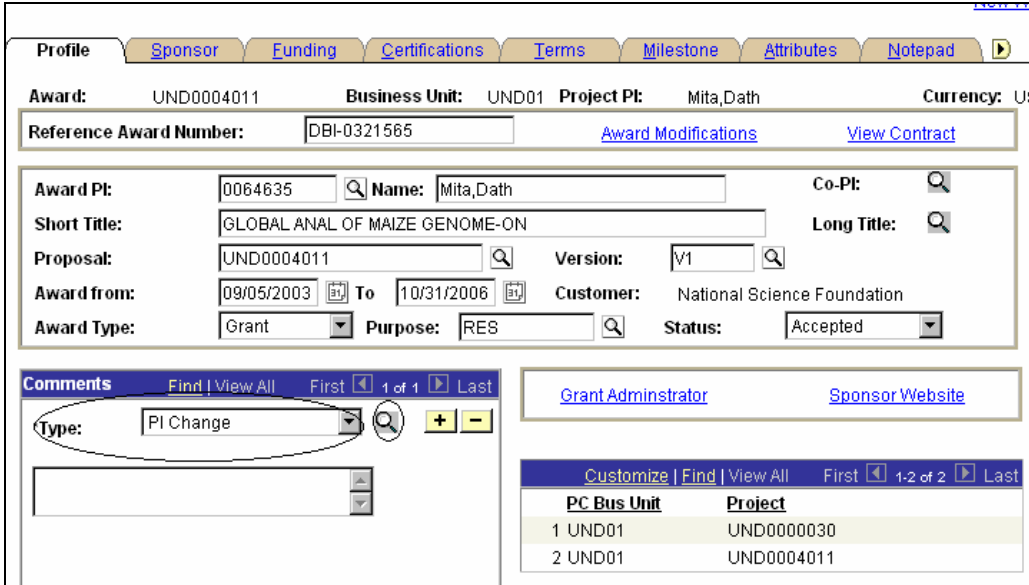
[Grant Administrator](#) [Sponsor Website](#)

Customize | Find | View All | First | 1 of 1 | Last

PC Bus Unit	Project
1 UND01	UND0004011

Save Return to Search Next in List Previous in List Notify

Change your PI by clicking on the lookup next to the **Award PI**
Under the **Comments** Box



Profile | Sponsor | Funding | Certifications | Terms | Milestone | Attributes | Notepad

Award: UND0004011 Business Unit: UND01 Project PI: Mita,Dath Currency: US

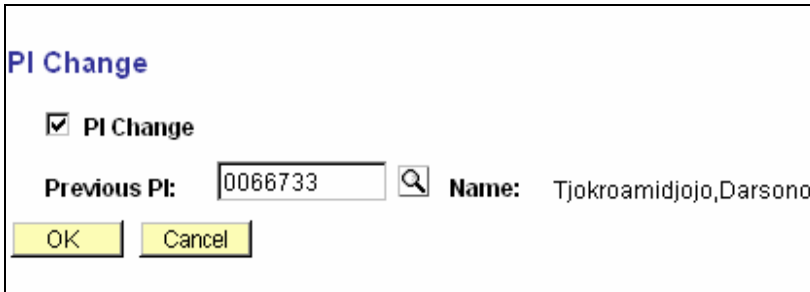
Reference Award Number: DBI-0321565 [Award Modifications](#) [View Contract](#)

Award PI: 0064635 Name: Mita,Dath Co-PI:
 Short Title: GLOBAL ANAL OF MAIZE GENOME-ON Long Title:
 Proposal: UND0004011 Version: V1
 Award from: 09/05/2003 To 10/31/2006 Customer: National Science Foundation
 Award Type: Grant Purpose: RES Status: Accepted

Comments Find | View All First 1 of 1 Last
 Type: PI Change + -
[Grant Administrator](#) [Sponsor Website](#)

PC Bus Unit	Project
1 UND01	UND0000030
2 UND01	UND0004011

Select **PI Change** from the scroll down menu next **Type**
 Click on the Lookup Glass next to the scroll down menu



PI Change

PI Change

Previous PI: 0066733 Name: Tjokroamidjojo,Darsono

OK Cancel

Select the **PI Change** checkbox
 Enter your Previous PI in the **Previous PI** Box
 Click **OK**, It will take you back to your award profile page
 Click **Save**

2) **Change the PI in your Project**

Navigation
 Grants>Awards>Project
 Enter your **Business Unit** and your **Project** number
 Click Search
 Click on the **Manager** Tab
 You will see the previous PI.
 Click on **Correct History** in the bottom right of the page
 Click on the + sign to add your new PI.
 Click **View All**

The screenshot shows a web application interface with the following elements:

- Navigation Tabs:** Project General, Project Department, Definition, **Manager** (selected), Location, Phases.
- Metadata:** Unit: UND01, Project: UND0004011, Description: GLOBAL ANAL OF MAIZE GENOME-ON
- Project Manager Section:**
 - Effective Date: 12/28/2004
 - Project Manager: 0580087 (lookup icon)
 - Project Role: (lookup icon)
 - Start Date: (calendar icon)
 - End Date: (calendar icon)
- Buttons:** Save, Return to Search, Refresh, Add, Update/Display, Include History, Correct History.

Enter the **Effective Date** of your New PI, For instance if your new PI is going to replace the previous PI on the 12/28/2004, enter this date as your Effective Date.

Note: When you Click on the + sign and add a new sequence. This sequence get auto populated with today’s date as the effective date and the previous PI, you will have to change your effective date if you do not want it to be today’s date and you have to change your PI to the new PI. Also note that after you click view all, the sequence that you added and to which you want to make changes to is going to be in the top of the page.

Click on the lookup next your **Project Manager** and enter your new PI.

Click on **Project Role** lookup and enter your PI role.

Click **Save**

Please note that your contract and your primary project will always have the same PI.

So if you want to change a PI for your primary project you will have to follow step 1 and 2, however if you need to change the PI on a non primary project you only have to do step 2.