



Procedures for requesting a Change in Principal Investigator

The following steps should be taken when requesting a “Change in Principal Investigator”

Notification of relinquishment from the existing PI or Department Chair requesting permission to Change PI's. The Replacement PI should prepare a letter to the respective Funding Agency. The letter should include the following:

- Purpose/Goals
- Time remaining
- Estimated unobligated balance (if applicable)
- Biosketch
- Other Support

Once complete, please submit to the Office of Research Services for review and approval.