Change in PI

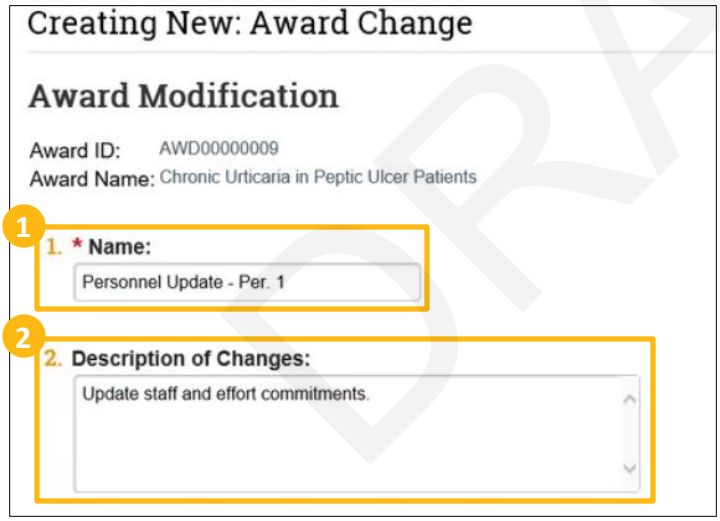
To change the PI on an award, the specialist will set up a Personnel Change award modification.

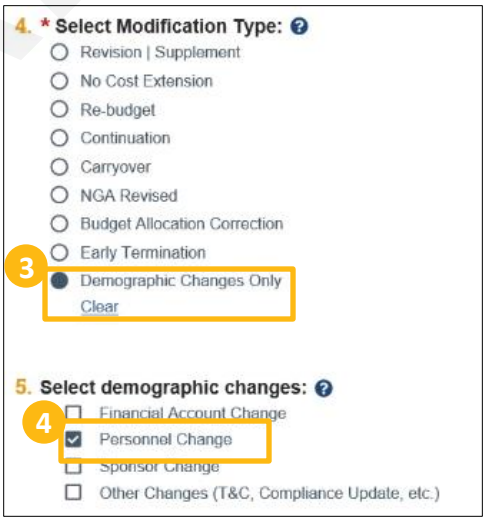
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1. **From the Awards page, select the award you want to change the PI for, then click Create Award Modification.**



2. **Type a meaningful name for the modification, and if needed, a description of the changes. Under the modification type, select Demographic Changes Only, then under Demographic Changes, select Personnel Change.**



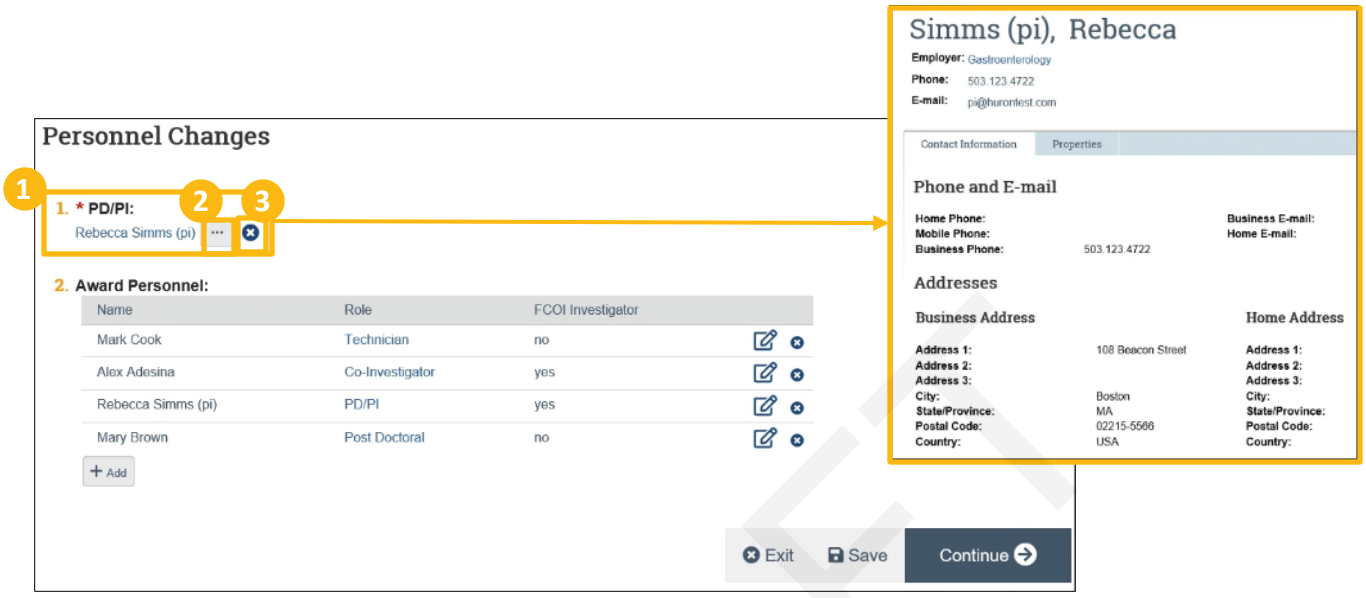


3. **Complete the rest of the page as needed, then click Continue to advance to the next page.**

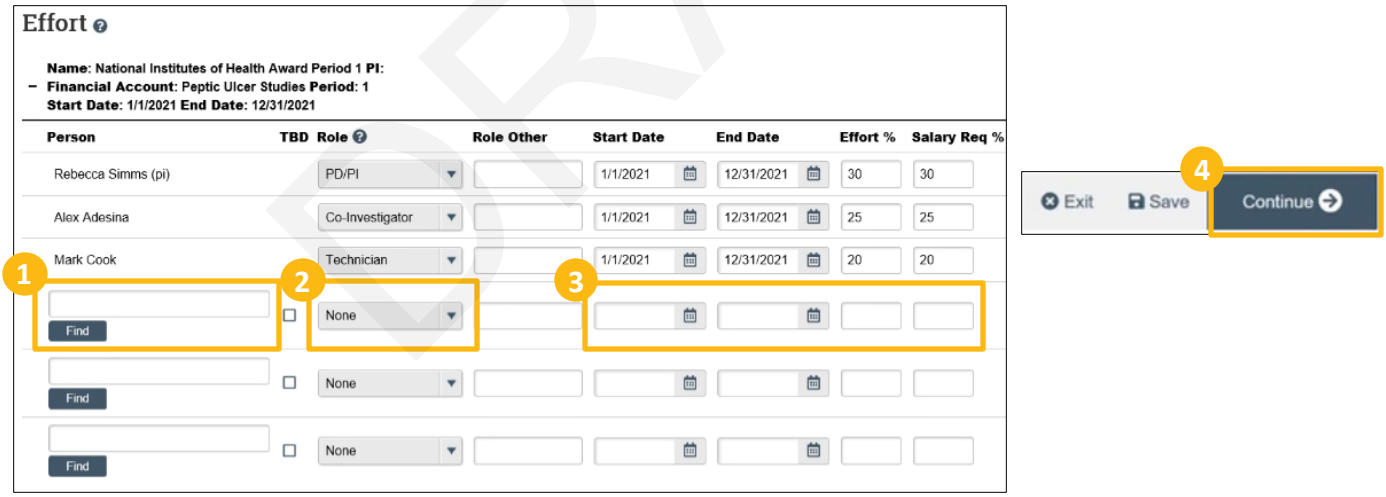


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4. On the Personnel Changes page, update who is working on the project. To get details about a PI, click on their name. To see a list of all available personnel, click the ellipses and select a PI from the list of names. Or click the "x" by their name and begin typing the name of the new PI into the search bar. When complete, click Continue to go to the next page.



5. On the Effort page, update the information for the new PI for each award period. The new PI you just added will not appear on the Effort page. To add them, start typing their name in the search bar, then select their name from the list that appears. Under Role, click the drop-down arrow and select PI. Update the Start Date, End Date, Effort Percentage, and Salary Requested Percentage for the new PI. When complete, click Continue.



6. Validate the modification and correct any errors, then click Finish.

