

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

Significant Change of Principal Investigator or other Key Personnel

Since the approval of an extramurally-sponsored project has, to some degree, been based on the participation or qualifications of the PI and other key personnel, the sponsor requires notification whenever there is to be a significant change in the level of participation in the awarded project by the principal investigator (PI) or other Key Personnel named in the Notice of Grant Award (NGA). The sponsor has the option to either approve or disapprove of any proposed alternate plans related to the research.

Significant change in the level of participation may be defined as:

- The PI not giving active direction of the project for a continuous period of time greater than three months, e.g. sabbatical leave, or
- a 25% reduction in time devoted to the project.

The program officer/Grants Management Specialist at the awarding agency must be notified in a letter signed by the PI and a Signing Official of the Office of Sponsored Programs. The letter should detail the reason for the change in key personnel and provide the replacement PI's biographical sketch and other support/active pending document. These requests must be made prior to implementing any changes. The Office of Sponsored Programs will make the appropriate changes to award files.

Specific Federal Agency Information for Significant Change of PI or other Key Personnel:

National Science Foundation (NSF)

[NSF's policy for change in key personnel](#)

National Institutes of Health (NIH)

[PHS/NIH's policy for change in key personnel](#)

USDA National Institute of Food and Agriculture (NIFA)

[NIFA policy for change in key personnel](#)

When requesting prior approval for a change in PI, absence or reduction of effort $>$ or $=$ to 25% of personnel listed in the NGA, please submit the request through the appropriate College-level designee or [OSP Contract Administrator](#). Once reviewed and approved, the request will be forwarded to the sponsor. Depending on sponsor requirements, this may be through an electronic system, via e-mail, or original letter sent by postal service.