



Date of Request:

### Current Project Information

Principal Investigator \_\_\_\_\_ Email Address \_\_\_\_\_ [OSPA Post-Award Team](#)

Department \_\_\_\_\_ MU Project No. \_\_\_\_\_ Effective Date \_\_\_\_\_

Sponsor \_\_\_\_\_ Sponsor Award No. \_\_\_\_\_

### Requested Changes

See Instructions on Page 2 for specific requirements for each type of change request

Only include % Share information for Shared Credit Changes

If replacing current personnel, please provide information for the person being removed and the person being added.

If any selection is "Other", please provide notes or additional info at the bottom of this section.

	Type of Change	Employee ID	Name	Role	DeptID	% Share	Action
1							
2							
3							
4							
5							
6							
7							

### Explanation

Please provide a brief justification for the requested change. Why someone is being added or removed, and what they will do on the project.

**\*\*If this is a PI Change Request, the below justification will be submitted to the sponsor. Also, please provide a CV for the new PI or Key Personnel**

### Required Signatures - List of signatures needed for request listed on page 2

#### Current Department

Signature 1 _____	Title & Department _____
Signature 2 _____	Title & Department _____
Signature 3 _____	Title & Department _____
Signature 4 _____	Title & Department _____

#### New Department

Signature 1 _____	Title & Department _____
Signature 2 _____	Title & Department _____
Signature 3 _____	Title & Department _____
Signature 4 _____	Title & Department _____

### Submission

Email this form and any additional supporting documentation to your [Post-Award Team](#).

## Instructions

This form is intended to notify your Post-Award Team and initiate changes related to Key Personnel on a Grant Award.

- Key Personnel is a Person
  - Who is specified in the application or award document, a change will likely require Prior Approval from the Sponsor
  - Or whose involvement on the project needs to be linked to the award internally in PeopleSoft. May not require Sponsor Approval
- Project Manager is
  - A person who the PI has delegated authority to make decisions regarding the work on a project
  - A field in PeopleSoft that drives who approves project transactions like expense reports, vouchers, requisitions, etc
  - Requires a Delegation of Authority Form to be held on file with the Department
- Reporting Role is
  - Fields in PeopleSoft that designates a person with a high level of participation within a project
  - This person does not necessarily have authority to make decisions on the project
  - The Reporting Role field drives information included on the Grants Report 2: Awards by Investigator, myVita, Research Productivity Dashboards, and the Faculty Insights Tool
  - Possible Roles to Assign: Principal Investigator, Co-Principal Investigator, Co-Investigator, or Key Personnel
- Shared Credit - Drives the allocation of grant data across a variety of situations, including but not limited to: RIF, Research Productivity, Dashboards, General Expenditure Reports, Resource Allocation Model Data, etc

### Compliance Considerations

\*If initiating a PI or Key Personnel Change, notify the relevant compliance offices if the project involves any of the following:

- [IRB](#) - Human subjects
- [EHS](#) - rDNA, BioHazardous Materials, Recombinant DNA, Radioactive Materials
- [ACQA](#) - Vertebrate Animals
- [FCOI](#) - Sponsored by an [Agency](#) that requires COI Review

### Requirements

- PI Change
  - Justification for Change
    - Needs to be Elaborate and Specific
    - Will be submitted to Sponsor
  - CV for the PI who will take over the project, and other sponsor required information as necessary
  - Signatures:
    - Current PI
    - New PI - the person taking over the project
    - If the change is within same Dept ID - Current Dean & Chair of Dept (if both exist)
    - If Change is between Dept IDs - Both Current & New Deans and Chairs (if both exist for each dept)
- Shared Credit - Signatures
  - Current PI
  - If the change is within the same Dept ID - Current Dean & Chair of Dept (if both exist)
  - If the change is between Dept IDs - Both Current & New Deans & Chairs (if both exist for each Dept)
- Project Manager OR Reporting Role - Signatures
  - Current PI
  - New Project Manager or person added to Project Reporting Role - on the Subject Signature Line
  - Confirm Delegation of Authority is on file for new Project Manager when emailing the form to your Post Award Team

## OSPA Use Only

Updated Needed? If Yes, Completed?

Updated Needed? If Yes, Completed?

Award PI

Sponsor Approval

Reporting Role

GAS

Shared Credit

IP Restriction

muresearchorcr@missouri.edu

Manager Tab

FCOI

muresearchcoioffice@missouri.edu

Reviewer

Date

## Additional Comments or Information