

Change of PI Request Form

Submit this completed and signed form along with concurrence letter and supporting materials (as applicable) on a Modification Request in SAGE.

Review more information about a [Change of PI](#).

Today's Date:		UW Award Worktag #	
Sponsor Award #		eGC1 #:	
Preparer Name:		Preparer email:	
Former PI Name:		New PI Name:	
Sponsor Contact Name:		Sponsor Contact Details:	
Does this award have active subawards? If "YES" campus unit must coordinate requests to update subawards.			YES: ☐ NO: ☐
Have you received sponsor approval for the change of PI? If "YES", include agreement modification or other sponsor communication with this request to OSP. If "NO", include a concurrence letter with this request along with the New PI's Biosketch, Other Support, and any other documentation required by the Sponsor if required by Sponsor.			YES: ☐ NO: ☐

eGC1 Checklist to be completed by New PI's Campus Unit

Add the New PI to the PI, Personnel, & Organizations page of the eGC1. Click "Change the Principal Investigator?" link to add the New PI.	COMPLETED: ☐
Update any other Personnel and/or Investigator Status for the project if applicable.	COMPLETED: ☐
Click "Send Disclosure Notifications" from the PI, Personnel, & Organizations page. Clicking on this button will send an email notification to all Investigators that they are required to complete a disclosure. The notification will only be sent once to each investigator. When the notification has been sent, the Compliance Details will change from "Disclosure Notification not sent" to "Disclosure Required".	COMPLETED: ☐

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PI Certification & Approvals

The New PI must certify and sign this document. Chair and Dean provide signatures as concurrence for this change of PI.

Debarment Statement By submitting this change of PI request, the PI certifies that the PI and other Key Personnel (anyone involved in the design, conduct or reporting of the research) have not been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.		I Certify: ☐
Assurance Statement I certify that the statements in this eGC1 and the related sponsor application are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application. If this is a multiple PI application, I understand that if I am the eGC1 PI, my approval of the eGC1 indicates I have obtained written assurances from external PIs named in this application that include this Non-UW Multiple PI Assurance Statement.		I Certify: ☐
PI Signature:		
PI Printed Name:		
Chair Concurrence:		
Printed Name/Title:		
Dean Concurrence:		
Printed Name/Title:		
Additional Concurrence (as needed):		
Printed Name/Title:		
Additional Concurrence (as needed):		
Printed Name/Title:		