

Change of PI Request Form

Change of Project PI requires prior sponsor approval. This request form documents PI certification and approval and campus concurrences. Chair and Dean concurrences are required with signatures along with any additional concurrences as required by your unit. Signature on behalf of Chair or Dean is acceptable if unit policy allows.

All compliance issues must be cleared, including SFI/FCOI compliance per [GIM 10](#), prior to the PI change being updated in the financial system.

Submit this completed and signed form along with concurrence letter and supporting materials (as applicable) to osp@uw.edu. Please include in the Subject line, "Change of PI Request, eGC1 #, Former PI, New PI".

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

Today's Date:		UW Budget #	
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: <input type="checkbox"/>	NO: <input type="checkbox"/>
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: <input type="checkbox"/>	NO: <input type="checkbox"/>

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: <input type="checkbox"/>
Update any other Personnel and/or Investigator Status for the project if applicable.	COMPLETED: <input type="checkbox"/>
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: <input type="checkbox"/>

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<p>PI Certification & Approvals</p> <p>The New PI must certify and sign this document. Chair and Dean provide signatures as concurrence for this change of PI.</p>	
<p>Disbarment Statement</p> <p>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.</p>	<p>I Certify: <input type="checkbox"/></p>
<p>Assurance Statement</p> <p>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.</p> <p>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.</p>	<p>I Certify: <input type="checkbox"/></p>
<p>PI Signature:</p>	
<p>PI Printed Name:</p>	
<p>Chair Concurrence:</p>	
<p>Printed Name/Title:</p>	
<p>Dean Concurrence:</p>	
<p>Printed Name/Title:</p>	
<p>Additional Concurrence (as needed):</p>	
<p>Printed Name/Title:</p>	
<p>Additional Concurrence (as needed):</p>	
<p>Printed Name/Title:</p>	