How to Process a Principal Investigator Change and Department # Change
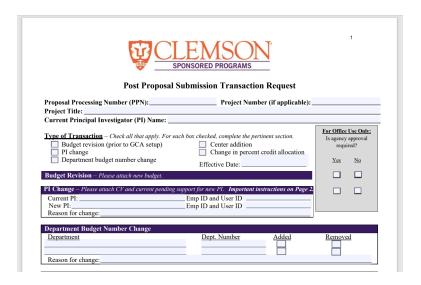
(Guidance document between College Post Award Contact, Grants and Contracts Administration Grants Administrator, Grants Transactional Services and Office of Sponsored Programs)

Principal Investigator (PI) Change

1. The **College Post Award Contact (CPAC)** will initiate the **Post Proposal Submission Transaction Request (PPSTR)** form and acquires *all signatures* (i.e., **must** have current and new PI; Department Chair; Assistant Dean of Research (ADR)) and collects the supporting documentation:
   a. the Curriculum Vitae of new PI (CV/Bio sketch [i.e., resume]),
   b. justification/explanation of the change in PI, and
   c. copy of Current Awards and Pending Support for new PI (C&PS = proposals submitted not yet funded).
2. The **CPAC emails** the completed form and supporting documents to PPSTR@clemson.edu *and to* **Grants and Contracts Administration Grants Administrator (GCA GA). Use the following naming convention in your subject line:**
   a. **New Dept #-Subclass-Project PPN PPSTR New PI Name PI/Dept Change**

   Ex.: 0956-206-2016494 2024002318 PPSTR Lisa Benson PI/Dept Change

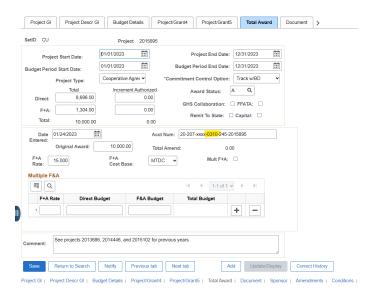   (PPSTR form is located at: Post Proposal Submission Transaction Request.pdf)

3. PPSTR@clemson.edu receives PPSTR form and will vet the PI (compliance checks) and upload PPSTR form into InfoEd. PPSTR/Office of Sponsored Programs (OSP) will hold making changes in InfoEd until they receive Sponsor Approval from the GCA GA.
4. The **GCA GA** will submit the PI Change request (official letter or email and the supporting documentation from Step 2) to the Sponsor and will cc: PPSTR@clemson.edu (The PPSTR form is internal only and is not submitted to the Sponsor. GCA GA will save PPSTR form to their respective OnBase folder). This will alert OSP if there might be an official Modification forthcoming.

5. **IF Sponsor** doesn't *Reply All* when returning Sponsor Approval, GCA GA will forward the Sponsor approval email to PPSTR@clemson.edu.
6. **PPSTR/OSP** will task the PPSTR form to Grants Transactional Services (GTS) (cuspaa@clemson.edu) and VPR Data (VPRdata@clemson.edu).
7. Once approval has been received from the sponsor: **For the department change**, the **GCA GA** will notify the **CPAC** and the **CPAC** will work on any type of rebudgeting needs from the former department number to the new department number and notify the **GCA GA** when the Budget Amendment (BA) is ready to post. This includes any encumbrances which need to be moved to the new department number Chartfield String. For regular PO's still encumbered on the old department chart string, the CPAC will reach out to disbursements@clemson.edu for updates. For subaward POs still encumbered the **GCA GA** will reach out to the **Subaward Administrator** (subawardsadmin@clemson.edu) for updates. The **GCA GA** should also confirm with the **CPAC** that no further expenses are going to post to the old department number.
8. **GTS** will confirm with the **GCA GA** that the BA has posted, once confirmed, **GTS** will update PeopleSoft. (If it is only an email approval GTS will put on the Amendments panel as a **GCAXX**.):
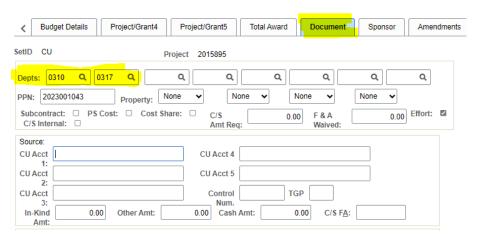
a. update the Project Manager section of the Project GI panel in PeopleSoft;

b. notate the PI change "from" and "to" on the Project Description GI panel (2nd panel).

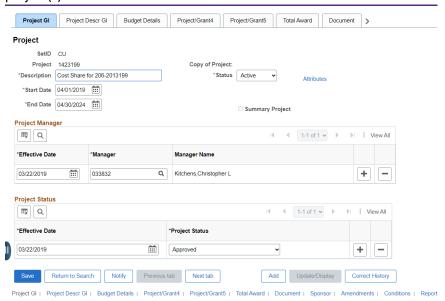c. update Total Award panel, changing the Dept # in the Chartfield string.

d. update the Dept #s on the Document panel, moving the old Dept # to the 2nd field.

9. **GTS** will process the **Project Worksheet** (PW) in PeopleSoft and send out the PI Change notification to relevant parties. **GTS** will also upload the PW to InfoEd.
10. **IF Subawards** are involved, the Subaward Administrator (subawardsadmin@clemson.edu) must be notified of the change; this will be done when **GTS** sends out the updated PW.
11. **Subawards** (subawardsadmin@clemson.edu) will make their changes and email CUSPAA@clemson.edu about the PI and Department Number Change for the Subcontracts panel and PO to be updated.
    a. **GTS** will update Chartfield String on the Subcontracts panel and PO's.
    b. The **GCA GA** will also update the **Subaward Spreadsheet** with the new department number.

12. **IF** there is **Cost Share**, **GCA GA** will need to change the PI information on the Cost Share project(s).

13. **Exceptions:**
    a. **IF an official Modification** is issued by the Sponsor and is sent to the **GCA GA, GCA GA** will forward the Modification to PPSTR@clemson.edu. **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW.
    b. **IF an official Modification** is issued by the Sponsor and is sent to CUOSP@clemson.edu, **OSP** will forward the Modification to PPSTR@clemson.edu. **PPSTR/OSP** will task to **GTS**. **GTS** will update PeopleSoft and send out an updated PW, if not already completed.
    c. **IF an official Modification** is issued by the Sponsor and is sent to cuspaa@clemson.edu, **GTS** will forward the Modification to PPSTR@clemson.edu, confirm the information is already correct in PeopleSoft, update the Amendments panel, and upload the modification to InfoEd.