

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](#))

CLEMSON
SPONSORED PROGRAMS

Post Proposal Submission Transaction Request

Proposal Processing Number (PPN): _____ Project Number (if applicable): _____
Project Title: _____
Current Principal Investigator (PI) Name: _____

Type of Transaction – Check all that apply. For each box checked, complete the pertinent section.

<input type="checkbox"/> Budget revision (prior to GCA setup)	<input type="checkbox"/> Center addition
<input type="checkbox"/> PI change	<input type="checkbox"/> Change in percent credit allocation
<input type="checkbox"/> Department budget number change	Effective Date: _____

Budget Revision – Please attach new budget.

PI Change – Please attach CV and current pending support for new PI. **Important instructions on Page 2.**

Current PI: _____	Emp ID and User ID _____
New PI: _____	Emp ID and User ID _____
Reason for change: _____	

Department Budget Number Change

Department	Dept. Number	Added	Removed
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Reason for change: _____

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@clermson.edu.
6. **PPSTR/OSP** will task the PPSTR form to Grants Transactional Services (GTS) (cuspa@clermson.edu) and VPR Data (VPRdata@clermson.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@clermson.edu for updates. For subaward POs still encumbered the **GCA GA** will reach out to the **Subaward Administrator** (subawardsadmin@clermson.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;

The screenshot shows the Project GI panel in PeopleSoft. The top navigation bar includes tabs: Project GI, Project Descr GI, Budget Details, Project/Grant4, Project/Grant5, Total Award, and Document. The Project section displays the following information:

- SetID: CU
- Project: 2015895
- *Description: Genome Editing for New Industr
- *Start Date: 01/01/2023
- *End Date: 01/31/2024
- Copy of Project: *Status: Active
- Attributes
- Summary Project: ☐

The Project Manager section is highlighted in yellow. It contains a table with the following data:

*Effective Date	*Manager	Manager Name
01/01/2023	015009	Saski, Christopher A

The Project Status section is also visible, showing:

*Effective Date	*Project Status
01/01/2023	Approved

At the bottom, there are buttons for Save, Return to Search, Notify, Previous tab, Next tab, Add, Update/Display, and Correct History. The bottom navigation bar includes links for Project GI, Project Descr GI, Budget Details, Project/Grant4, Project/Grant5, Total Award, Document, Sponsor, Amendments, and Conditions.

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.

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | **Total Award** | Document >

SetID CU Project 2015895

Project Start Date: 01/01/2023 Project End Date: 12/31/2023
 Budget Period Start Date: 01/01/2023 Budget Period End Date: 12/31/2023
 Project Type: Cooperative Agre *Commitment Control Option: Track w/BD
 Total: 10,000.00 Increment Authorized: 0.00 Award Status: A
 Direct: 8,696.00 F&A: 1,304.00 GHS Collaboration: ☐ FFATA: ☐
 Total: 10,000.00 Remit To State: ☐ Capital: ☐

Date Entered: 01/24/2023 Acct Num: 20-207-xxxx0310245-2015895
 Original Award: 10,000.00 Total Amend: 0.00
 F&A Rate: 15.000 F&A Cost Base: MTDC Mult F&A: ☐

Multiple F&A
 F&A Rate Direct Budget F&A Budget Total Budget
 1 15.000 8,696.00 1,304.00 10,000.00

Comment: See projects 2013686, 2014446, and 2015102 for previous years.

Save Return to Search Notify Previous tab Next tab Add Update/Display Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions |

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

< Budget Details | Project/Grant4 | Project/Grant5 | Total Award | **Document** | Sponsor | Amendments

SetID CU Project 2015895

Depts: 0310 0317

PPN: 2023001043 Property: None None None None
 Subcontract: ☐ PS Cost: ☐ Cost Share: ☐ C/S Amt Req: 0.00 F & A Waived: 0.00 Effort: ☒

Source:
 CU Acct 1: CU Acct 4:
 CU Acct 2: CU Acct 5:
 CU Acct 3: Control Num. TGP
 In-Kind Amt: 0.00 Other Amt: 0.00 Cash Amt: 0.00 C/S FA: 0.00

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@clemsn.edu) must be notified of the change; this will be done when **GTS** sends out the updated PW.
11. **Subawards** (subawardsadmin@clemsn.edu) will make their changes and email CUSPAA@clemsn.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).**

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document >

Project

SetID CU
Project 1423199
Copy of Project:
*Description Cost Share for 206-2013199
*Status Active
*Start Date 04/01/2019
*End Date 04/30/2024
Summary Project

Project Manager

*Effective Date	*Manager	Manager Name		
03/22/2019	033832	Kitchens, Christopher L	+	-

Project Status

*Effective Date	*Project Status		
03/22/2019	Approved	+	-

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions | Report

13. **Exceptions:**

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

< | Document | Sponsor | **Amendments** | Conditions | Reports | Subcontracts | Invoice | Project Totals | >

SetID CU Project 2015895

Amendments To Award

Issue Date:	Number:	Amount:	Time Ext:	Date Entered/Comments:		
		0.00			+	-

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Condition