

# Change of PI or Key Personnel Request

## Background

The grantee is required to notify in writing the Program Officer and Grants Management Specialist for their grant before the PI or any key personnel named in the Notice of Award (NoA) does any of the following:

- Withdraws from the project entirely,
- Is absent from the project during any continuous period of 3 months or more,
- Reduces time devoted to the project by 25 percent or more from the level that was approved at the time of award, or
- Any alternate personnel arrangement, including replacement of the PI or key personnel on an interim or permanent basis.

Additional information can be found in NIH policy 8.1.2.6 [Change in Status](#), Including Absence of PD/PI and Other Senior/Key Personnel Named in the NoA.

## How to Apply for a Change of PI or Key Personnel

The request should be sent to the Program Officer and Grants Management Specialist for the grant via email or mail, and include the following information:

- Justification for the change,
- Date the original PI or key personnel will return, if applicable,
- Biographical sketch of the proposed new PI or key personnel – NOTE: the proposed replacement must be registered in the [eRA Commons](#),
- Current Other Support and effort levels,
- Budget changes resulting from the change in PI or key personnel,
- Certification of human subjects training if the proposed new PI will be working with human subjects.

Once a change of PI is approved, NHGRI will issue a revised NoA reflecting the new PI. For an approved change in key personnel, NHGRI may opt to email approval in lieu of a revised NoA.

If the arrangements proposed by the grantee, including the qualifications of any proposed replacement, are not acceptable to the NIH awarding office, the grant may be suspended or terminated. If the grantee wishes to terminate the project because it cannot make suitable alternate arrangements, it must notify the GMO, in writing, of its wish to terminate, and NIH will forward closeout instructions.