**Request to Change PI**

In order to request a Change in the Principal Investigator (PI), the PI of Record must first create a copy of the letter on page 2 of this document AND provide the following documentation with it:

* The reason for the change of PI
* One or two sentences about the qualification(s) of the newly proposed PI
* The newly proposed PI’s biosketch or CV
* Percent of effort of the proposed new PI
* The financial ramifications of the change (e.g. does the project have enough funds?)
* An updated budget and budget justification
* Any other supporting documents (e.g. to show that effort will not go above 100%)

These documents must then be sent through [Docusign.net](https://www.docusign.net/) to be viewed by Ms. Ailing Zhang ([ailing.zhang@morgan.edu](mailto:ailing.zhang@morgan.edu)) and signed by Dr. Farin Kamangar ([farin.kamangar@morgan.edu](mailto:farin.kamangar@morgan.edu)).

For the following letter:

The yellow highlights need to be replaced with your specific information (please see worksheet below).

**Please remember to delete this instructional coversheet and the highlights before submitting this letter with the accompanying documentation requested above.**

You will need the following information to fill out the following Request to Change PI Letter Template:

|  |  |
| --- | --- |
| **Field** | **PI Response** |
| Today’s Date |  |
| *Funding Agency Information* | |
| Program Officer’s Full Name |  |
| Program Officer’s Title |  |
| Program Officer’s Department |  |
| Funding Agency |  |
| Funding Agency’s Street Address |  |
| Funding Agency’s City, State Zip Code |  |
| Program Officer’s Honorific | *Dr./Ms./Mr./Mx.* |
| Program Officer’s Last Name |  |
| *Award Information* | |
| Award Type | *Grant/Cooperative Agreement/Contract/Other:\_\_\_\_\_* |
| Award Number |  |
| *PI of Record’s Information* | |
| PI of Record’s Honorific | *Dr./Ms./Mr./Mx.* |
| PI of Record’s Full Name |  |
| Reason For Change of PI |  |
| PI of Record’s Last Name |  |
| *Proposed New PI’s Information* | |
| Proposed New PI’s Honorific | *Dr./Ms./Mr./Mx.* |
| Proposed New PI’s Full Name |  |
| Proposed New PI’s Title |  |
| Proposed New PI’s Department |  |
| Proposed New PI’s Last Name |  |
| biosketch or CV | *biosketch/CV* |



Today’sDate

ProgramOfficer’sFullName

ProgramOfficer’sTitle

ProgramOfficer’sDepartment

FundingAgency

FundingAgency’sStreetAddress

FundingAgency’sCitySTZipCode

Re: AwardType number: AwardNumber

Change in Principal Investigator

Dear Dr./Ms./Mr./Mx. ProgramOfficer’sLastName,

This letter is to request your approval for a change of the principal investigator for the AwardType listed above.

Dr./Ms./Mr./Mx. PIofRecord’sFullName is ReasonForChange. As such, MSU is requesting that the principal investigator responsibilities of Dr./Ms./Mr. PIofRecords’sLastName on this project be transferred to Dr./Ms./Mr./Mx. ProposedNewPI’sFullName, ProposedNewPI’sTitle of ProposedNewPI’sDepartment.

As requested in the award guidelines, a copy of Dr./Ms./Mr./Mx. ProposedNewPI’sLastName’s biosketch/CV and other support are attached for the record. The effective date of this change will be the date of your approval.

If you have any questions in regarding this request, please feel free to contact me at 301-655-9280.

Sincerely,

Farin Kamangar, MD, PhD

Assistant Vice President for Research

Division of Research and Economic Development

Morgan State University