Implement Grant: Change in PI

Purpose
This quick reference guide provides PIs with a streamlined overview of the required steps to change PIs on a project.

Requesting a Change in PI
A change in PI may be needed if a PI leaves the institution that received the award or is leaving a project but would like to transfer the award to another UCR PI. Changing the PI of a project is a complex process and is subject to the sponsoring agency's guidelines and the recipient institution's approval. Typically, sponsors will require a change in PI to be requested at least 30 days prior to the proposed change.

It is important to initiate the request with SRP as soon as possible so the process can be facilitated in a timely manner and in full compliance of both the sponsoring agency and UCR's guidelines, especially if another institution will also need to be involved. If an award is being transferred out of UCR, spending should be discontinued as soon as practical, including research expenditures and payroll, as part of the closeout process, and a transition plan should be prepared.

To request a change of PI, please submit a ticket to SRP to initiate the process and provide the following information:
- Sponsor and project information, including UCR project number identifier
- The effective date of relinquishment
- Name of the new UCR PI **or** the contact person and information of the institution you are transferring to
- Justification for the change of PI

Further details regarding a change in PI can be found under section 5. Implement Grant

Additional information provided by UCR central office can be found here:
https://research.ucr.edu/spa/pi-and-award-transfers#general-process-for-transferri