

Change of PI

Please refer to the RGPO Grant Administration Manual (GAM) for current policies <https://www.ucop.edu/research-grants-program/grant-administration/index.html>. Note: In a partnered award, a change of PI must be approved by the partner Co-PI(s).

Upon receipt of the notification regarding the change, RGPO will initiate a Change of PI activity and assign the task to the institution Contract and Grants officer assigned to that grant. The institution officer will find the activity in the Deliverables section of the SmartSimple portal <https://ucop.smartsimple.com/>.

- Upload the request letter, acceptance letter, and biosketch of the new PI
- Optional: Budget Change Request
- Required: Disable Former PI account at this institution (Yes/No). This informs RGPO staff to deactivate the former PI's profile.
- Partnered Awards require Co-PI Signoff using the Partner PI the **RGPO Partnered Award Signature Page Non-Submitting Institution** form. Partner PI uploads the form and clicks "Save Draft" informs Contract and Grants officer that all sections have been completed. **Please note: The system allows only one person at a time in a task.**

Co-PI Institution Signature Documents

Download the [Signature Page for Non-Submitting Institutions](#). Obtain the required electronic or ink signatures and upload a scanned copy here. A separate signed Signature Page must be uploaded for each non-submitting institution.

- Contract and Grants Officer clicks Submit to RGPO.

RGPO will review the request. If more information is needed, RGPO will request a revision and the Contract and Grants officer will receive a notification. Revision request or disapproval comments will be displayed on the activity.

The Contract and Grants officer will receive notification of approval, and RGPO staff will update the grant file.