Change in Principal Investigator or Co-Investigator

A change in Principal Investigator (PI) must be reviewed and processed through GCA and cannot be submitted for review until the following documents are received. A checklist can be found online here to assist with this process.

- An email (sent to Grants_Contracts@uncc.edu) from the departing Principal Investigator explaining why they are no longer able to perform the role of Principal Investigator.
- The email should include:
  - Agency name
  - Sponsor ID number
  - UNCC fund number
  - New PI Biography Sketch
  - New PI Current Pending Support

Once GCA has received the above information, they will submit an email with the attached supporting documentation to the sponsor for approval. After submission, GCA will do the following:

- Email the current PI, the new PI, the College Research Office/Department, the Research Administrator, Contracts Specialist, and Associate Director of GCA regarding the submission and approval of the request.
- If approved, the designated Research Administrator in GCA will complete the necessary changes in BANNER and notify the College Research Office/Department when complete.

*Please note, if this change is contained in the same organization code, the fund number will remain the same. If the new PI is in a different unit (new organization code), the old fund will need to be closed and a new fund number set up in BANNER.*