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.*
REQUEST CHANGE OF PRINCIPAL OR CO-INVESTIGATOR

I. DEPARTMENTAL PROCESS

☐ Identify grant and fund numbers.
☐ Obtain Principal Investigator/Project Director approval in
☐ a written email. Obtain name of new Principal Investigator
☐ and/or Co-PI.
☐ Obtain Biographical Sketch and any current and pending supporting documentation for
☐ new PI/Co-PI. Submit all requests through Grants-Contracts@uncc.edu.

II. GCA PREPARATION PROCESS AND
SUBMISSION – Seven (7) to ten (10) business days

☐ In order to conform to GCA procedures, complete all actions listed above. The checklist ensures the
requests meets College goals and priorities, and requires approval by College and University personnel
prior to submission.

☐ The Research Compliance Accountant will review the request (request may be delayed if Accountant
needs to obtain additional information from the College/Department).

☐ The Research Compliance Accountant will submit the request to the Sponsor/Agency.

☐ The Research Compliance Accountant will notify the PI and College upon submission.

☐ Upon approval/denial, the Research Compliance Accountant will notify the PI, college/department,
Research Administrator and Contracts Specialist of the outcome.