Requesting a Change of PI or Co-PI in the Grants Portal

Occasionally project personnel change. When this change occurs with a senior or key person, such as a PI or Co-PI, the sponsor must approve. SPA Pre-Award can help you obtain this approval. Contact your SPA Pre-Award Representative for assistance or you can request the change(s) via the Grants Portal using the steps below.

1. Log in to the Grants Portal using your UGA MyID and Password.

2. Click on the “Projects” link in the red menu bar to search for the specific project that will be modified.

3. Projects that require action, such as approving the transmittal form, are in your “Projects To Do List” at the top of the page. To search for a specific project and initiate a modification request, scroll to the “Projects” section of the page.
4. Click the arrow in the Filter dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the “Go” button. If you want to search using multiple filters, click “+Add Filter” and enter additional search parameters.

5. Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the “Request Award Mod” activity.
6. Click the “Request Award Mod” button and a pop-up appears. Select “Change of PI / Co-PI” from the options provided under Modification Type.

**Request Award Modification**

This is a request to the Pre-Award Office and not to the sponsor. It does not guarantee the Modification will be approved. The Pre-Award Office will submit your request if the award is eligible for the modification. If not they will reject your request.

* Modification Type:
  - Supplement
  - No Cost Extension
  - Re-budget (Sponsor Approval Required)
  - Non Competing Continuation
  - Carryover (Carryforward restricted accounts only)
  - Change in scope of work
  - Early Termination
  - Pre-Award Spending
  - Change of PI / Co-PI
  - Other Changes

*Please provide detailed information about why the change in PI or Co-PI is needed. For example your Co-PI may have left the University or become ill and unable to continue to work on the project.*
7. Once you have entered all the required information, click the “OK” button and the request will automatically route to the appropriate Pre-Award Awarder.

8. The award modification request, including attachments and any additional comments provided, will display in the project history.

9. The Project Status will update to “Award Modification Requested” on the Project Workspace and the Pre-Award Awarder will receive notification that a Modification is ready for review and processing.

10. SPA Pre-Award will send your request to the sponsor if sponsor approval is required for the change. Once they have the sponsor’s approval or if sponsor approval is not required, SPA will process the request and you will get an email letting you know the change has been made. SPA will also alert you if your request is denied by the sponsor or if additional information is required.