



## How to Request a Change of Principal Investigator

All Change of PI requests must be completed at least one month prior to the proposed date of change within the Grants Management System. A bio sketch (NIH form is acceptable) of the proposed PI and Other Support Document for the Proposed PI must be uploaded as part of the request. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved.

### Change of PI Status Quick Reference Guide

| Status                                  | Pending                             | Pending PI Acceptance   | Pending AIO Acceptance  | Under CFF Program Officer Review   | Under CFF Program Administrator Review   | Revisions Requested   | Approved   | Cancelled (Declined)                                       |
|---|-------------------------------------|---|---|--|--|---|--|--|
| <b>Definition</b>                       | Change of PI request is now created | Change of PI is pending former the Principal Investigator Review and Approval | Change of PI is pending Authorized Institution Official's Review and Approval | Change of PI has been submitted to CFF and is pending CFF Program Officer Review | Change of PI has been submitted to CFF and is pending CFF Program Administrator Review | Change of PI has been sent back for Revisions Requested and must be re-submitted to CFF | Change of PI Request has been reviewed and approved by CFF | Change of PI Request has been reviewed and declined by CFF |
| <b>Location of Change of PI Request</b> | Pending Requests Module             | Pending Requests Module   | Pending Requests Module   | Under CFF Review Module  | Under CFF Review Module  | Pending Requests Module   | CFF Determinations Module                                  | CFF Determinations Module                                  |

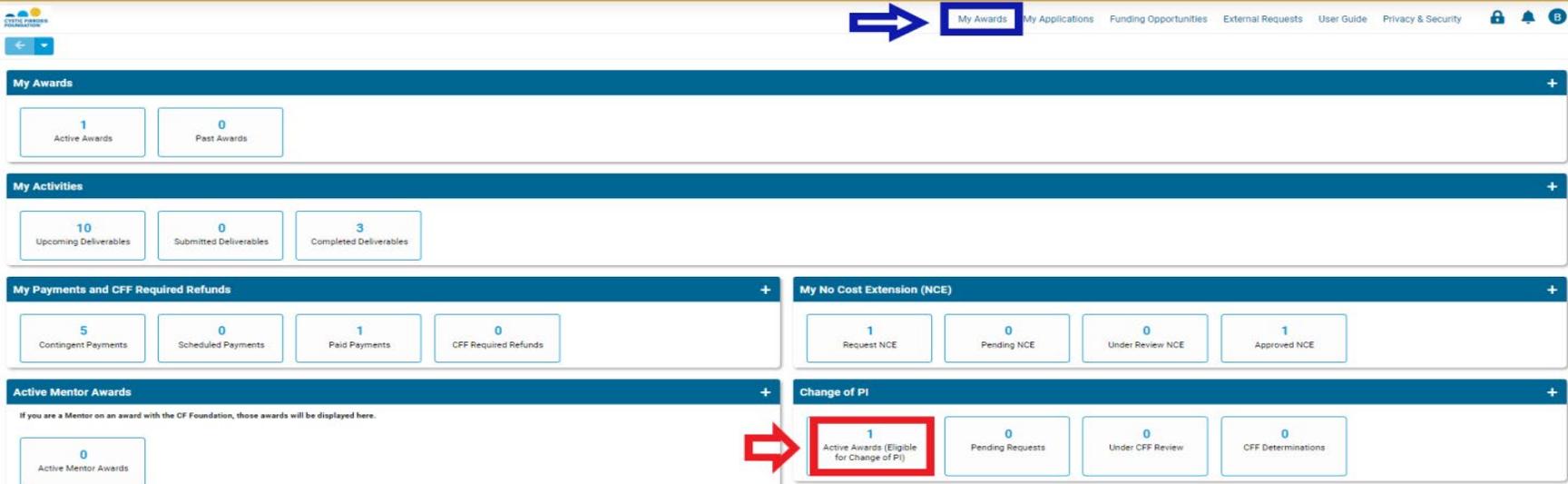


### Change of PI Contact Permissions Quick Reference Guide

| Status/Contact                         | Pending          | In Progress      | Pending PI Acceptance | Pending AIO Acceptance | Revisions Requested | Under CFF Program Administrator Review | Under CFF Program Officer Review | Approved  | Cancelled (Declined) |
|--|------------------|------------------|-----------------------|------------------------|---------------------|--|----------------------------------|-----------|----------------------|
| <b>Principal Investigator</b>          | <b>View Edit</b> | <b>View Edit</b> | <b>View Edit</b>      | View Only              | <b>View Edit</b>    | View Only                              | View Only                        | View Only | View Only            |
| <b>Co-Investigator</b>                 | View Only        | View Only        | View Only             | View Only              | View Only           | View Only                              | View Only                        | View Only | View Only            |
| <b>Post-Award Contact</b>              | View Only        | View Only        | View Only             | View Only              | View Only           | View Only                              | View Only                        | View Only | View Only            |
| <b>Financial Officer</b>               | View Only        | View Only        | View Only             | View Only              | View Only           | View Only                              | View Only                        | View Only | View Only            |
| <b>Grants Officer</b>                  | <b>View Edit</b> | <b>View Edit</b> | View Only             | View Only              | <b>View Edit</b>    | View Only                              | View Only                        | View Only | View Only            |
| <b>Authorized Institution Official</b> | <b>View Edit</b> | <b>View Edit</b> | View Only             | <b>View Edit</b>       | <b>View Edit</b>    | View Only                              | View Only                        | View Only | View Only            |

## How to Request a Change of Principal Investigator

1. To request a Change of PI, go to the **Change of PI** module under the **My Awards** homepage and click on the **Active Awards Eligible for a Change of PI** tile



The screenshot shows the 'My Awards' homepage. The navigation bar at the top includes 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. A blue arrow points to the 'My Awards' link. The main content area is divided into several sections:

- My Awards:** 1 Active Awards, 0 Past Awards
- My Activities:** 10 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables
- My Payments and CFF Required Refunds:** 5 Contingent Payments, 0 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds
- My No Cost Extension (NCE):** 1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Approved NCE
- Active Mentor Awards:** 0 Active Mentor Awards
- Change of PI:** 1 Active Awards (Eligible for Change of PI), 0 Pending Requests, 0 Under CFF Review, 0 CFF Determinations

A red arrow points to the '1 Active Awards (Eligible for Change of PI)' tile in the Change of PI section.

2. On the **Active Awards Eligible for a Change of PI** page, you will find a list of all awards that you are associated with as a contact. Only the **Grants Officer, Authorized Institutional Official or Principal Investigator** that is associated with the Award Profile can request a Change of PI. Click the **Request a Change of PI** button to create a Change of PI request for that award.



| Award            | Institution             | Award Type                           | Principal Investigator | Award Period            | Award Amount |                                      |
|------------------|-------------------------|--------------------------------------|------------------------|-------------------------|--------------|--------------------------------------|
| 00286219 - Wayne | CFF Hospital Foundation | Therapeutic Development Center Award | Bruce Wayne            | 07/01/2019 - 06/30/2020 | \$44,685.00  | <a href="#">Request Change of PI</a> |

**PLEASE NOTE:** You will only be able to view the award under the **Active Awards Eligible for Change of PI** tile only if the **Principal Investigator** of the award has added you as a contact to their award AND if you are a Post-Award contact listed on Page 2 of this guide. (For more information, see refer to the guide [“How to Add Contacts”](#))

- 3. When you click on the **Request Change of PI** button, the system will create a Change of PI request in **Pending** status. You will first need to fill out the Last Date of the Current PI and the First Date of the Proposed PI.

00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: Pending  
Activity Owner: Bruce Wayne

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

Project Title  
CFF Award Number: 00286219  
Project Period: 07/01/2019 to 06/30/2020  
\* Last Date Of Current PI:   
\* First Date Of Proposed PI:

**Current Principal Investigator**

Name: Bruce Wayne  
Address: 4550 Montgomery Ave.  
Email: bwayne@fake.fake  
Phone: 301-555-1215



- The next step is to fill out the remaining information on the Change of PI request page. You must enter in the contact information of the Proposed Principal Investigator, the Reason for the Change of Principal Investigator, the **Authorized Institution Official** who will sign off on the Change of PI Request and the Supporting Documents for the Proposed PI. To move the request forward, click the **Submit to PI** button to submit the request to the **current Principal Investigator** for review.

A screenshot of a web application interface for a "Change Of PI Request". The page title is "00286219 - Change Of PI Request" with a sub-header "301-555-1215". The form is divided into several sections, each with a blue header and a blue border: "Proposed Principal Investigator" (with fields for Name, Address, Email, and Phone), "Reason For Change" (with a large text area), "Authorized Institution Official" (with a "Select One" dropdown), "Disclaimer" (with a checkbox and text: "We have reviewed the above information and acknowledge our responsibilities under the CFF Terms and Conditions of Award to request a change in key personnel and/or changes in percentage effort of key personnel."), and "Supporting Documents" (with two upload buttons: "Biosketch For Proposed PI" and "Other Support Document For Proposed PI"). At the bottom, there is a "Save My Work" button, a blue arrow pointing right, and a "Submit to PI" button.



- The status of the Change of PI request will move from **Pending** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review the details of the request and submit the Change of PI Request to the **Authorized Institution Official** for review. When the Change of PI request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** Change of PI request in the **Pending Requests** tile under the **Change of PI** module.

A screenshot of the Cystic Fibrosis Foundation user interface. The top navigation bar includes links for "Institution Profile", "My Awards", "My Applications", "External Requests", "User Guide", and "Privacy &amp; Security". The main content area is divided into several sections: "My Awards" (1 Active Awards, 0 Past Awards), "My Activities" (10 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables), "My Payments and CFF Required Refunds" (5 Contingent Payments, 0 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds), "Active Mentor Awards" (0 Active Mentor Awards), "My No Cost Extension (NCE)" (1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Approved NCE), and "Change of PI" (1 Active Awards (Eligible for Change of PI), 1 Pending Requests, 0 CFF Review, 0 CFF Determinations). The "Pending Requests" tile in the "Change of PI" section is highlighted with a blue box and a blue arrow pointing to it from the "CFF Review" tile.

- Under **Pending PI Acceptance** status, the **Principal Investigator** can either Request Revisions or Submit the request to the **Authorized Institution Official**. To approve the request, click on the **Submit to AIO** button.



00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: Pending PI Acceptance  
Activity Owner: Bruce Wayne

Request Revisions

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well as the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

Project Title  
CFF Award Number: 00286219  
Project Period: 07/01/2019 to 06/30/2020  
Last Date Of Current PI: 08/31/2019  
First Date Of Proposed PI: 09/01/2019

**Current Principal Investigator**

Name: Bruce Wayne  
Address: 4550 Montgomery Ave.  
Email: bwayne@fake.fake  
Phone: 301-555-1213

**Proposed Principal Investigator**

Request Revisions | Submit to AIO

JUMP TO: Award Information, Current Principal Investigator, Proposed Principal Investigator, Reason For Change, Authorized Institution Official, Disclaimer, Supporting Documents

- The status of the Change of PI request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** of the award will need to review the details of the request and submit the Change of PI Request to the CFF for review and approval. When the Change of PI request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** of the award will find the **Pending AIO Acceptance** Change of PI request in the **Pending Requests** tile under the **Change of PI** module.



Institution Profile My Awards My Applications External Requests User Guide Privacy & Security

**My Awards** +

|                 |               |
|-----------------|---------------|
| 1 Active Awards | 0 Past Awards |
|-----------------|---------------|

**My Activities** +

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| 10 Upcoming Deliverables | 0 Submitted Deliverables | 3 Completed Deliverables |
|--------------------------|--------------------------|--------------------------|

**My Payments and CFF Required Refunds** +

|                       |                      |                 |                        |
|-----------------------|----------------------|-----------------|------------------------|
| 5 Contingent Payments | 0 Scheduled Payments | 1 Paid Payments | 0 CFF Required Refunds |
|-----------------------|----------------------|-----------------|------------------------|

**My No Cost Extension (NCE)** +

|               |               |                    |                |
|---------------|---------------|--------------------|----------------|
| 1 Request NCE | 0 Pending NCE | 0 Under Review NCE | 1 Approved NCE |
|---------------|---------------|--------------------|----------------|

**Active Mentor Awards** +

If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.

|                        |
|------------------------|
| 0 Active Mentor Awards |
|------------------------|

**Change of PI** +

|   |                    |              |                      |
|---|--------------------|--------------|----------------------|
| 1 Active Awards (Eligible for Change of PI) | 1 Pending Requests | 0 CFF Review | 0 CFF Determinations |
|---|--------------------|--------------|----------------------|

8. When the status of the Change of PI request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the Change of PI Request. To approve the Change of PI request and submit to CFF for review, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can move the Change of PI request to CFF for review by clicking on the **Submit to PO** button. **This is the final step for submitting the Change of PI request for review by CFF.**



00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: Pending AIO Acceptance  
\* Activity Owner: Bruce Wayne

Request Revisions

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

Project Title

CFF Award Number  
00286219

Project Period  
07/01/2019 to 06/30/2020

\* Last Date Of Current PI  
06/31/2019

\* First Date Of Proposed PI  
09/01/2019

**Current Principal Investigator**

Name  
Bruce Wayne

Address  
4350 Montgomery Ave.

Email  
bwayne@fake.fake

Phone  
301-555-1215

**Proposed Principal Investigator**

Request Revisions | Submit to PI

9. Once the **Authorized Institution Official** submits the Change of PI request, the status of the Change of PI request will move from **Pending AIO Acceptance** to **Under CFF Program Officer Review** status. This means that the Change of PI is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the Change of PI request in **Under CFF Program Officer Review** status under the **Under CFF Review** tile of their **Change of PI** module.



## Change of PI Approval:

1. When the Change of PI request has been **reviewed and approved** by CFF, all Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the approved Change of PI request in the **CFF Determinations** tile under the **Change of PI** module. The status of the Change of PI request will be in **Approved** status. This means that the Change of PI request has been approved by CFF and the award the Change of PI has been completed in the system. The **new Principal Investigator** will receive a notification from the system that signifies that the Change of PI has been approved and that the Change of PI Award Letter is pending signature.

The screenshot shows the CFF Determinations tile in the 'Change of PI' module. The tile displays the following counts:

| Category                                  | Count |
|---|-------|
| Active Awards (Eligible for Change of PI) | 1     |
| Pending Requests                          | 0     |
| Under CFF Review                          | 0     |
| CFF Determinations                        | 1     |

The 'CFF Determinations' tile is highlighted with a blue border. Below the tile, the details for a specific request are shown:

00286219 - Change Of PI Request

Activity Type: Change Of PI Request  
Status: **Approved** (highlighted with a blue box and arrow)  
Activity Owner: Bruce Wayne

**Information:** Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well as the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

**Award Information**

| Field                     | Value                    |
|---------------------------|--------------------------|
| Project Title             |                          |
| CFF Award Number          | 00286219                 |
| Project Period            | 07/01/2019 to 06/30/2020 |
| Last Date Of Current PI   | 08/31/2019               |
| First Date Of Proposed PI | 09/01/2019               |

**Current Principal Investigator**