

Topic: <b>Sponsored Awards Admin &amp; Mgmt</b>	Department: <b>Grants</b>	Policy No: <b>5.10.07</b>	Effective Date: <b>12/26/14</b>	Page No: <b>1 of 1</b>
--	------------------------------	------------------------------	------------------------------------	---------------------------

**Purpose:** Since the approval of a federally-sponsored project has, to some degree, been based on the participation or qualifications of the principal investigator (PI) and other key personnel, the federal sponsor requires notification whenever there is to be a significant change in the level of participation in the awarded project by the PI. The federal sponsor has the option to either approve or disapprove of any proposed alternate plans related to the research.

**Policy:**

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the program officer at the awarding agency must be notified in a letter signed by the current PI and the Vice President of Research if there is to be a significant change in the level of participation in the awarded federal project by the PI.
  - The change in PI letter should detail the reason for the change in key personnel and provide the replacement PI's curriculum vitae.
  - The awarding sponsor may stipulate additional requirements for changing the PI on an award. The current PI is responsible for meeting all additional agency requirements.
2. Significant change in the level of participation may be defined as:
  - The PI not giving active direction of the project for a continuous period of time greater than three months, e.g. leave of absence, or;
  - A 25% reduction in time devoted to the project.
3. Change in PI requests must be made prior to implementing any changes.
4. BTI will make the appropriate changes to award files and financial records once written approval has been received from the sponsor.