



The University of Vermont

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

MEMO

To: UVM College and School Deans, Sponsored Project Administration
From: Kirk Dombrowski, Vice President for Research
Date: March 8, 2023
Subject: **Change of PI on Grants requires VPR Approval**

There are a few occasions when UVM will need to appoint new Principal Investigator (PI) to existing grants. This action can be triggered by PI retirements or other terminations, or a PI leaving UVM for a different institution, but UVM will retain a grant for which they served as a PI.

In the case of federal funders, it is the responsibility of the Vice President for Research (VPR) to appoint the new PI via one of our institutional officials in the Sponsored Projects Administration, in conjunction with sponsor approvals.

In most cases, the VPR will take the recommendation of the respective college dean or designee. However, in rare cases and/or in the case of large institute or institution-level grants, the process of appointing a new PI may differ and will require greater due diligence. In all cases, the VPR will confer with the impacted colleges/deans.

As a result of this, dean's offices, unit grant administrators, or PIs should refrain from initiating grant leadership changes with the sponsor thru UVMClick, but rather, please reach out to the OVPR first, to initiate the internal approval of the change in PI. This exchange will normally take place via email and can happen very quickly. When PI changes are approved within the OVPR, SPA will initiate the change of PI with the sponsor through the UVMClick system, as follows:

The process for requesting change of PI is within UVMClick as an award modification request (AMR). The documentation needed is a letter requesting the change, signed by the exiting PI and new PI. The letter should address the change, the date of the change, amount of time devoted to the project by the new key person and updated other support as well as a biosketch for new key personnel, as attachments. Please include the VPR's email approval in the AMR. Your [assigned RA](#) will then submit request to the sponsor as the authorized official.

If you have questions about this process, please reach out to the OVPR or SPA for further information.