



Grants and Contracts Office
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Procedures for Changing the Principal Investigator (PI)

When the Principal Investigator (PI) changes on a project, please follow these procedures.

If the change is within a budget period, submit to the GCO a memo signed by the former PI, the new PI, and the Chair. If the former and new PIs are in different departments, the approval of both Chairs is required. A department is defined as the departments and institutes on the [GCO Departmental Assignment list](#).

If the change is effective on the start date of an upcoming budget period, a memo is not required.

Please also review the Notice of Award or Sponsored Project Agreement for the funding agency requirements. If prior approval is needed, please include a draft of the correspondence to the GCO to review, edit and submit. If the agreement is negotiated by FACTS or MSIP, please contact them. For further instructions re: NIH grants, please see GCO's guidance document entitled "[NIH Prior Approval Requirements](#)."

Please be reminded that if the new PI was not previously participating on the project, he/she will need to be added eDMS Conflict of Interest disclosure.

Please contact your [GCO Grants Specialist](#) with any questions.