

Request for PI Change Instructions

The Foundation requires written notification when an institution has determined that a change in Principal Investigator is anticipated in order to continue a sponsored project. There may be various reasons why a change in PI is required, the most common is when a PI transfers to another institution but the grant will remain at the awarded institution. This scenario can also apply to proposals under committee review or prior to agreement execution. **Note: Junior investigator awards are non-transferable.**

To request a PI change for an award, please provide a cover letter signed by the new PI and the institution's Authorized Official/Signing Official.

The cover letter and request must include:

- New PI's Bio-sketch and Other Support (NIH format preferred)
- Brief explanation for the PI change request
- The effective date of the change
- Statement that the funded specific aims will not change
- Grant award number and title
- References to the attachments that are included

Note: The change is not approved until there is a confirmation from the Foundation.

Please upload paperwork after creating a deliverable "PI Change Request paperwork" under the "Deliverables" tab in your award profile in ProposalCentral and notify relevant staff on Post-Award team by sending email to postaward@crohnscolitisfoundation.org. The request will be reviewed and if additional information is needed, the relevant staff on the Post-Award team will reach out to you.