

Change of PI/PD or Co-PI OSP Number:

When a change of Principal Investigator (PI)/Project Director (PD) or Co-Principal Investigator (Co-PI) is proposed on a sponsored program, this form is to be completed by the person who intends to fill the new role. The purpose of this form is to ensure compliance with federal, state, and local regulations on externally funded research and programs. In most cases, the change of a PI/PD or Co-PI requires the approval of ISU and the funding agency. Please complete this form and submit it via email to [RESEARCH@indstate.edu](mailto:RESEARCH@indstate.edu). Completion and submission of this form does not imply or indicate approval from either ISU or the sponsoring agency. Please contact the Office of Contracts and Grants to obtain sponsor approval of a PI/PD or Co-PI change.

*Check box to indicate the role to be filled. Use only one form per requested change.*

|  |  |  |  |
| --- | --- | --- | --- |
| Original PI/PD or Co-PI Name: | Click here to enter text. | | |
| Proposed  PI/PD or  Co-PI Name: | Click here to enter text. | | |
| Proposed Effective Date: | Click here to enter text. | | |
| Grant Index or Proposal # | Click here to enter text. | | |
| **Financial Disclosure**: For this project, does the PI/PD, Co-PI, or any other key personnel have any undisclosed financial interests that could directly affect the design, conduct, or reporting of this research? | | Yes | No |
| **For NSF or PHS (NIH)** **Funded Projects:** Has the new PI/PD, Co-PI, and all other key personnel listed on the project completed the Financial Disclosure Survey (See [ISU’s Research Compliance website](https://www.indstate.edu/research/research-compliance))? | | Yes | No |
| **Debarment:** Is any personnel, to the best of your knowledge, identified as debarred, suspended, proposed for debarment, or excluded from transactions with the Federal government? See [2 CFR § 215.13](https://www.govinfo.gov/content/pkg/CFR-2012-title2-vol1/xml/CFR-2012-title2-vol1-sec215-13.xml) and [ISU’s Research Compliance website?](https://www.indstate.edu/research/research-compliance) | | Yes | No |
| **Responsible Conduct of Research (RCR):** Have all senior and key personnel, under-graduates, graduates, and postdocs [complete](https://www.indstate.edu/sites/default/files/media/osp/pdfs/responsible-conduct-in-research-training-plan-Nov2010.pdf)d the *NEW RCR* module in [CITI Program](https://about.citiprogram.org/en/homepage/) prior to engaging in externally funded activities in order to comply with the [America COMPETES Act (P.L. 110-69)](https://www.govinfo.gov/app/details/PLAW-110publ69) and internal procedures? | | Yes | No |

**Signature Section** – PI/PD and Co-PI signatures are required and certify that the proposal, including the scope of work and budget, is accurate and does not infringe on the proprietary rights of others. **By signing this statement, the person intending to serve in the new role certifies that they have read and concur with the compliance responses listed in the *original* routing form. Changes to these compliance questions must be submitted immediately to research@indstate.edu.**

PI/PD Signature and Date:

Supervisor Signature and Date:

Printed Supervisor Name:

OSP/AOR Signature and Date:

Sent to OCG on [insert date]: