

**REQUEST CHANGE OF PRINCIPAL OR CO- INVESTIGATOR**

**I. DEPARTMENTAL PROCESS**

- Identify grant and fund numbers.
- Obtain Principal Investigator/Project Director approval in a written email.
- Obtain name of new Principal Investigator and/or Co-PI.
- Obtain Biographical Sketch and any current and pending supporting documentation for new PI/Co-PI.
- Submit all requests through **Grants\_Contracts@uncc.edu**.

**II. GCA PREPARATION PROCESS AND SUBMISSION – Seven (7) to ten (10) business days**

- In order to conform to GCA procedures, complete all actions listed above. The checklist ensures the requests meets College goals and priorities, and requires approval by College and University personnel **prior to submission**.
- The Research Compliance Accountant will review the request (request may be delayed if Accountant needs to obtain additional information from the College/Department).
- The Research Compliance Accountant will submit the request to the Sponsor/Agency.
- The Research Compliance Accountant will notify the PI and College upon submission.
- Upon approval/denial, the Research Compliance Accountant will notify the PI, college/department, Research Administrator and Contracts Specialist of the outcome.