

If you have questions about this RAPID Guide, send an email to RAPIDHelp@lbl.gov. Please refer to [RAPID Topic: Reporting a Problem in RAPID](#) for additional guidance.

Changing PIs on Established Awards:

From time to time, PIs leave the Laboratory or change positions and it is appropriate to change the PI on an award.

1. The Division prepares a SPPF and supporting [documentation](#).
2. OSPIP CO receives the SPPF and reviews to see if there is approval required from the Sponsor. If yes, OSPIP CO will work with Division Resource Analyst to obtain Sponsor's approval prior to making the PI Change.

If the Sponsor doesn't need to approve or after the Sponsor's approval has been received, the OSPIP CO brings up the Award Profile Panel and changes the PI on the Award Profile:

The screenshot displays the 'Award Profile' panel with various fields and tabs. The 'Change PI' button is highlighted in a red box, and a red arrow points from it to the 'Award PI ID' field, which contains the value '004797'. Other visible fields include 'Award ID: BG0237000USER', 'Business Unit: LBNL', 'Project PI:', 'Name: Bailey,Susan', 'Title: USE OF BEAMLINE 5 0 1 AND 5 0 2 AS OPERATED', 'Sponsor: EXELIXIS', 'Status: Accepted', 'Start Date: 01/14/2003', 'End Date: 12/31/2011', 'Award Type: C6 NonFederal NonProprietary User', 'Purpose: USER1', 'Facility: ALS02', 'Proposal ID: BG0237000', 'Version ID: CNV1', and 'Award Category: Funded User Agreement'. There are also sections for 'Associated Project' and 'Additional Information'.

3. The OSPIP CO issues a SPAA approving the Change in PI with the Sponsor's approval (if required).

4. The Divisional Resource Analyst upon receipt of the SPAA, will change the PI in the Award's associated Project ID(s):