

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 Director (or designee) sends a signed memo to the SPO Contracts Officer requesting a change in PI. The request should reference the award number(s). (ProjectIDs are not be used by SPO.)
2. The SPO CO receives the memo and reviews it to see if an approval is required from the Sponsor. If yes, the SPO CO will work with Division Resource Analyst to obtain the Sponsor's approval prior to making the PI Change in RAPID.

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

The screenshot shows the 'Award Profile' panel in the RAPID system. The 'Award PI ID' field is highlighted with a red box, and a red arrow points to it from a warning message. The warning message states: 'Change PI by changing the Award PI ID. RAPID will then auto-fill the name field. WARNING: Do not type the new name in the name field directly. This will cause the PI ID# field to be blank and will cause search and reporting problems.'

PC Business Unit	Project	Description
LBNL	ALPEXL	Exelixis Proprietary

3. The SPO CO issues a SPAA approving the Change in PI with the Memo from the Division Director and 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):