RAPID Topic	Authorizing a PI in RAPID?

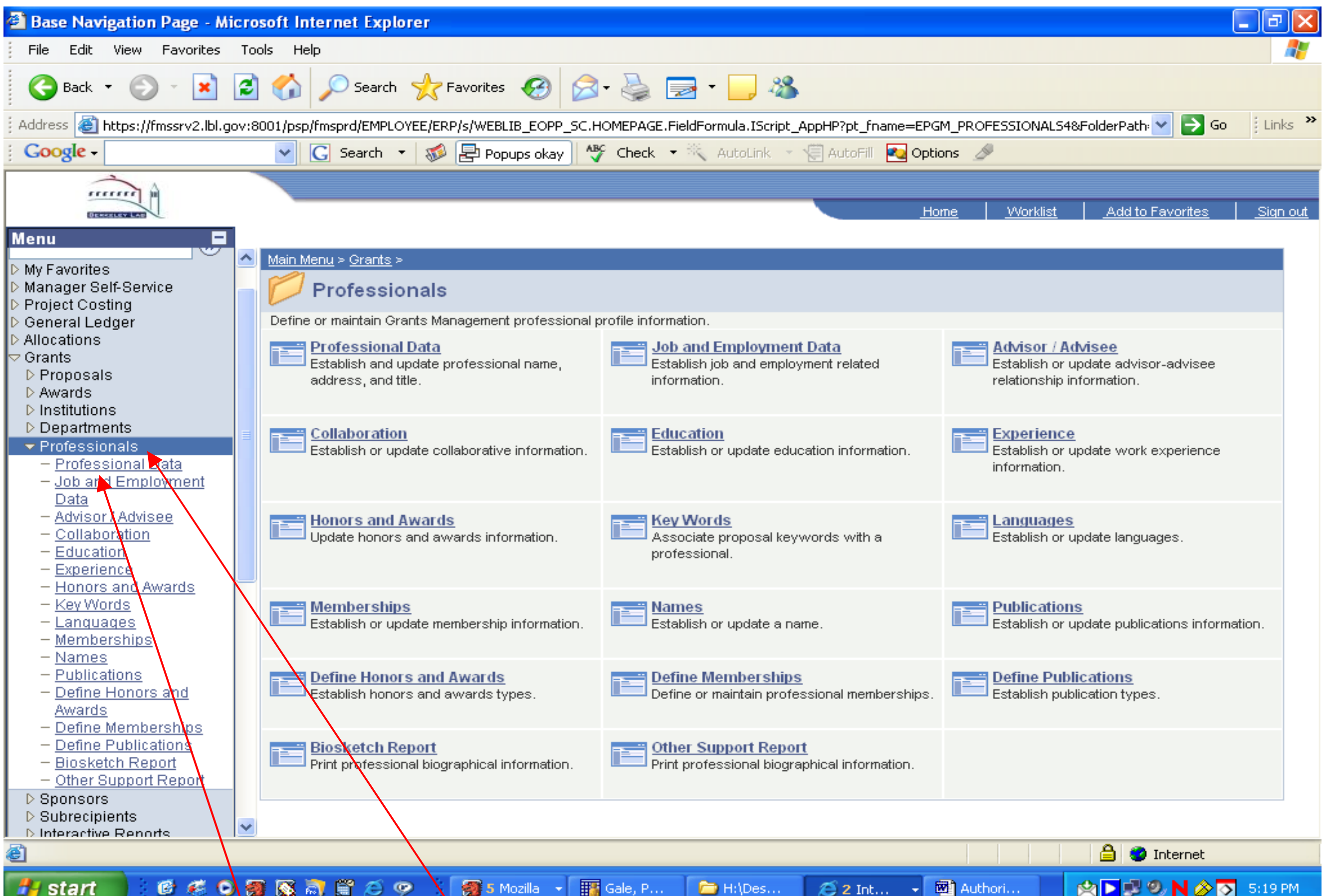
If you have questions about this RAPID Guide, send an email to RAPIDHelp@lbl.gov. Please refer to RAPID Topic: Reporting a Problem in RAPID for additional guidance.

Authorizing Principal Investigators in the Professionals Control Table

Before the proposal development can begin, Principal Investigators (PI) must be authorized in the RAPID/Professionals Control Table before the PI can be assigned that role in a proposal in RAPID. **It is the Division's responsibility to assure that only Principal Investigators approved by the Division Director are in the Professionals Control Table.** This data is used to populate RAPID and FMS data fields. The PI's information is used in reports for LBNL, the University of California and DOE for compliance and/or reporting purposes.

NEVER UNFLAG PRINCIPAL INVESTIGATORS THAT LEAVE THE LABORATORY. They may be PIs on past proposals and awards and RAPID history cannot be changed.

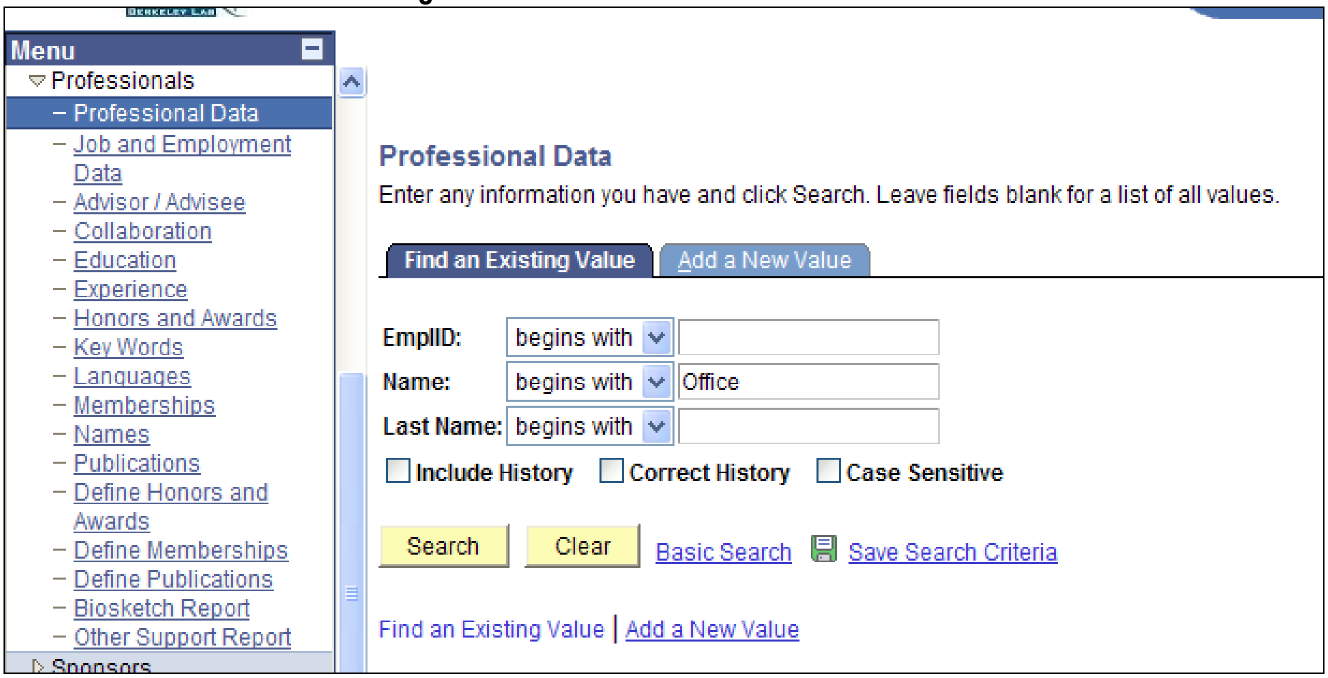
PI Lookup and Authorization Procedure



Step	*Action*
1.	From the Menu, **Select Grants and then Professionals**. The Professionals Control Table is used for managing PI data.
2.	Click on **Professional Data**.

Step	*Action*
3.	The **Professional Data** search page is displayed.

Professional Data Search Page



Step	*Action*
4.	Enter in either the EMPLID or Name (last name first) of the Principal Investigator. NOTE: The Last Name search key doesn't work because this information is not brought over to FMS from HRIS. **DO NOT ADD A NEW VALUE**
5.	Click on Search button.
6.	Choose the name of the Principal Investigator and the Professional Data Page will Display.

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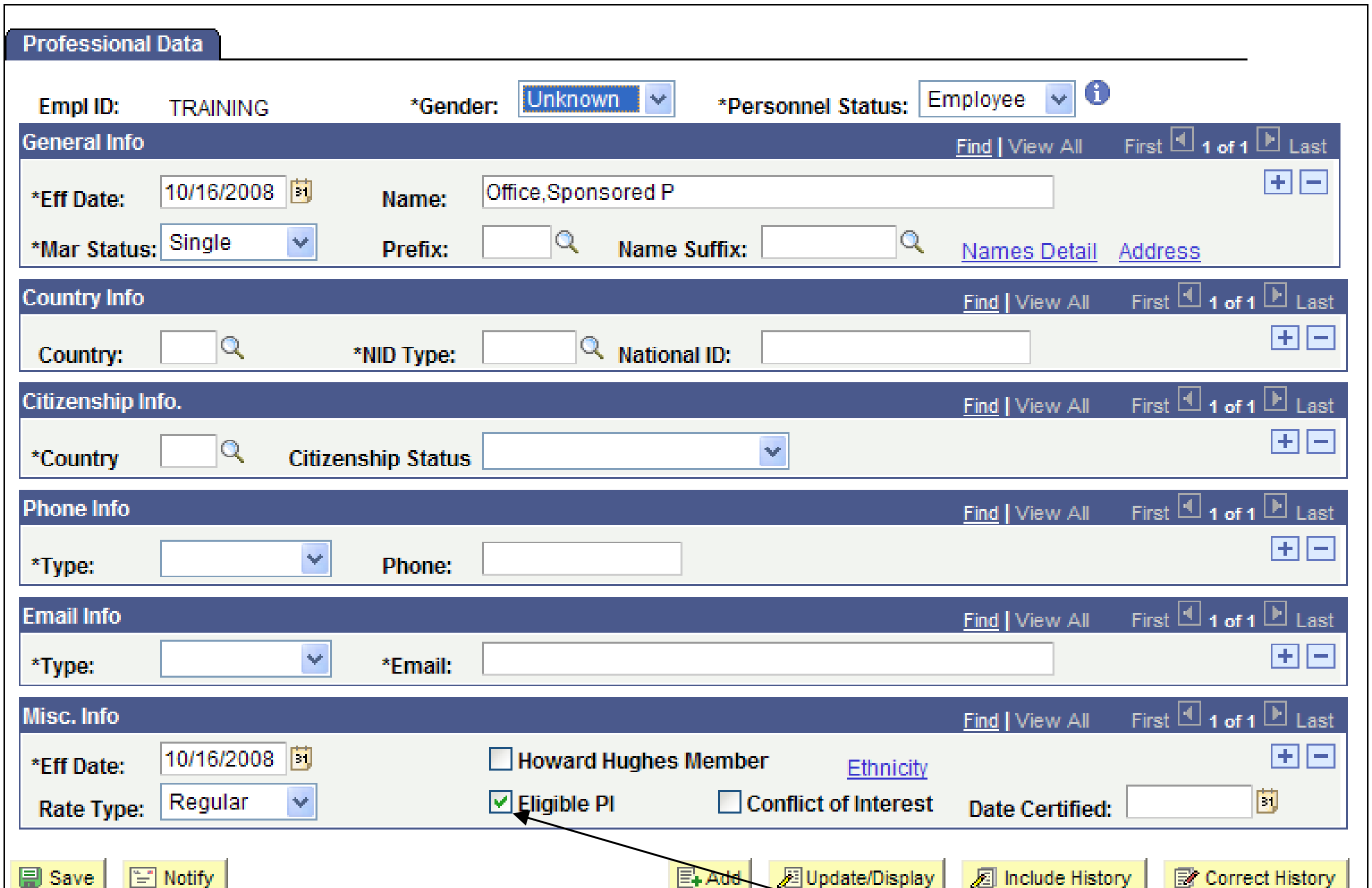
Professional Data Page



Step	*Action*
7.	Scroll to the bottom of the **Professional Data Page** and Flag the **Eligible PI Box**
8.	Click on **Save**. Your PI can now be assigned when you establish a new proposal.