

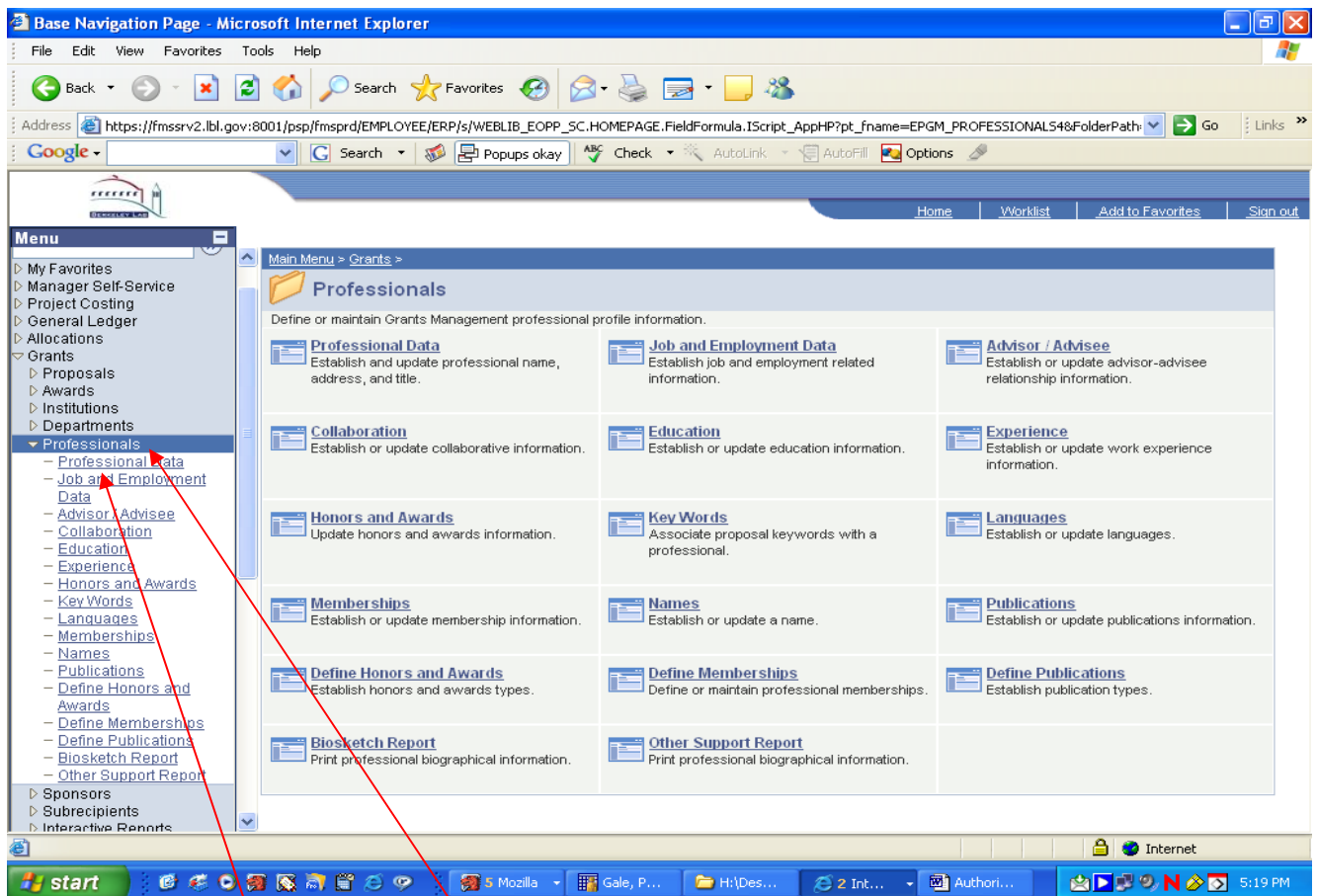
If you have questions about this RAPID Guide, send an email to RAPIDHelp@lbl.gov. Please refer to [RAPID Topic: Reporting a Problem in RAPID](#) for additional guidance.

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

The screenshot shows the 'Professional Data' search interface. On the left is a 'Menu' with a tree view under 'Professionals', including sub-items like 'Professional Data', 'Job and Employment Data', 'Advisor / Advisee', 'Collaboration', 'Education', 'Experience', 'Honors and Awards', 'Key Words', 'Languages', 'Memberships', 'Names', 'Publications', 'Define Honors and Awards', 'Define Memberships', 'Define Publications', 'Biosketch Report', and 'Other Support Report'. The main area is titled 'Professional Data' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. The search fields are: 'EmplID:' with a 'begins with' dropdown and an empty text box; 'Name:' with a 'begins with' dropdown and the text 'Office'; and 'Last Name:' with a 'begins with' dropdown and an empty text box. There are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search area are 'Search' and 'Clear' buttons, a 'Basic Search' link, and a 'Save Search Criteria' button with a document icon. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

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.

Professional Data Page

Professional Data

Empl ID: TRAINING *Gender: Unknown *Personnel Status: Employee

General Info Find | View All First 1 of 1 Last

*Eff Date: 10/16/2008 Name: Office, Sponsored P

*Mar Status: Single Prefix: Name Suffix: [Names Detail](#) [Address](#)

Country Info Find | View All First 1 of 1 Last

Country: *NID Type: National ID: + -

Citizenship Info. Find | View All First 1 of 1 Last

*Country Citizenship Status + -

Phone Info Find | View All First 1 of 1 Last

*Type: Phone: + -

Email Info Find | View All First 1 of 1 Last

*Type: *Email: + -

Misc. Info Find | View All First 1 of 1 Last

*Eff Date: 10/16/2008 Howard Hughes Member [Ethnicity](#) + -

Rate Type: Regular Eligible PI Conflict of Interest Date Certified: + -

Save Notify Add Update/Display Include History Correct History

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.