

If you have questions about this RAPID Guide, send an email to [RAPIDHelp@lbl.gov](mailto: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 'Change PI' button is highlighted with a red box, and a red arrow points from it to the 'Award PI ID' field. The form contains the following information:

- Award ID:** BG0237000USER
- Business Unit:** LBNL
- Currency:** USD
- Reference Award Number:** BG0237000USER
- Project PI:** Change PI
- Award PI ID:** 004797
- Name:** Bailey, Susan
- Title:** USE OF BEAMLIN 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
- Award Category:** Funded User Agreement

Below the main form, there is an 'Associated Project' table and an 'Additional Information' section.

PC Business Unit	Project	Description
LBNL	ALPEXL	Exelix Proprietary

The 'Additional Information' section includes a dropdown for '\*Type:' and a text area for 'Comments:'.

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):