**TO**: Office of Research and Sponsored Programs

**Date**: Month, Day, Year

**Sponsor Grant/Contract/Proposal Number**:

**UNO Project Grant Number**: 00001000000\_\_\_\_\_\_ or Speed Type: \_\_\_\_\_\_\_\_

**Project Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Award Period**: XX/XX/XXXX through XX/XX/XXXX

M/D/Year M/D/Year

**RE: Internal Request for change of Principal Investigator (PI)**

This is an internal request to change the principal investigator for the above mentioned project from (former PI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to (new PI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This change is necessary because (**PLEASE PROVIDE** *A clear justification stating: the new PI’s qualifications conducive for carrying out the responsibilities including how he will meet the programmatic objective of the project and ensure budget and personnel management, should be inserted. Also specify whether the former PI will remain on the project as a co-investigator)*.

If additional information is needed, please contact me by telephone at *(phone number)* or email at *(YOUR* [*EMAIL@UNO.EDU*](mailto:EMAIL@UNO.EDU)*).*

I understand that each sponsor is different and that once internal approval is received, the individual sponsor requirements for a change in PI will also have to be met. In requesting to be PI, I agree to ensure all past progress/technical reports are on file and will assume responsibility for all pending and future reporting requirements associated with the award. Thank you for your consideration of this request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New PI Name Former PI Name

Department of XX Department of XX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XX, Department Chair XX, Dean

Department of XX College of XX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matthew A. Tarr

Vice President for Research and Economic Development

Cc: XX