

Request for Change of Key Personnel

A Change in Key Personnel is the addition, replacement or change in status (such as an absence for any continuous period of 3 months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD) or other key personnel as specified on the Notice of Award or approved application. Changes in key personnel require prior sponsor approval.

To request a change in key personnel, please submit this completed, signed form to contracts@siu.edu. Once received, OSPA will request sponsor approval for the change on behalf of the requesting individual.

Requestor Contact Information

Name: _____ Email: _____ Phone: _____

School: _____ College: _____

Project Information

Title: _____

Principal Investigator: _____

Budget Purpose #: _____ Effective Date of Change: _____

Key Personnel Changes

Name	School	College	Add/ Drop	Role
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New Assignment of F&A^{*} (if no change, leave blank)

F&A Cost Rate (%)

F&A Cost (\$)

% returned to School/College

% returned to School/College

% returned to School/College

% returned to School/College

% returned to School/College

**OSPA allocates F&A to the lead college. If multiple schools or colleges are involved the lead college should either follow the approved split shown on the proposal checklist or the above model.*

Justification for Personnel Change

Approvals

Principal Investigator

Director

Dean

Other Key Personnel

Director

Dean

Other Key Personnel

Director

Dean

Other Key Personnel

Director

Dean