



Division of Research
CHANGE OF PERSONNEL REQUEST FORM

INSTRUCTIONS:

- Form must be signed by the Dean and the Chair and then sent to Division of Research for review and approval.
- Attach the Current CV of the new Personnel
- If project was funded by an agreement, contract, or subcontract, an official contract amendment may be required; Division of Research will coordinate with sponsor.
- Division of Research will send to sponsor for their review and approval if applicable.
- If the change spans across departments/colleges, then it will require the signature of both units.

DATE:

AWD#: _____ (DOR use only)

Current Key Personnel			
	First Name	Last Name	
	Panther ID		
New Key Personnel			
	First Name	Last Name	
	Panther ID		
Grant Project Title:			
FIU Project ID:			
Project End Date:			
Briefly cite reasons/circumstances for Change of Key Personnel request (attach additional sheet if required):			
Departmental Chair Name & Signature	Date	Dean Name & Signature	Date
-IF CHANGE OF PI SPANS MULTIPLE DEPARMENTS/COLLEGES-			
Departmental Chair Name & Signature	Date	Dean Name & Signature	Date
For Division of Research Use Only:			
Agency approval required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes: <input type="checkbox"/> NSF Fastlane <input type="checkbox"/> NIH eRA Commons <input type="checkbox"/> Other			
Pre-Award Director Signature			Date