

Principal Investigator (PI) Transition Procedure

Diné College must follow specific procedures when changing the Principal Investigator (PI) on a sponsored award. This is required under **Uniform Guidance 2 CFR §§200.308**. A PI transition is not considered valid until all necessary approvals and documentation are in place.

Required Steps for a PI Transition

1. **Internal Institutional Approval** : Written approval is required from the appropriate supervisory personnel, including the School Dean, Provost, and President. This step also confirms the change aligns with the project's scope and institutional capacity.
 2. **Formal Sponsor/Awarding Agency Approval** : A prior-approval request must be submitted through the sponsor's system, such as NIH ERA Commons or NSF Research.gov. The transition isn't valid until the sponsor issues a written approval or an amended notice of award.
 3. **Documentation of the New PI's Qualifications** : A package demonstrating the proposed PI is capable of completing the project as awarded will be prepared. This package typically includes a current CV/biosketch, a record of relevant expertise, a statement of their level of effort, and confirmation of their availability.
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Important Note: Do not shift responsibilities to the new PI until formal sponsor approval is received.