



Grant and Contract Accounting Office Change or Absence of Principal Investigator

As stated in the Uniform Guidance 2 CFR 200.502 Standards for Financial and Program Management Change, the absence for more than three months, or a 25% reduction in time devoted to the project, by the approved project director or principal investigator (PI) requires written prior approval from the funding agency. This may result when a PI leaves the University or is away for a period greater than three months.

Under these circumstances, disclosure to the funding agency is required. The PI should work with the School of Graduate Studies and Research (SGSR) on the official disclosure. Disclosure should state the reason for the absence; indicating who will supervise the research project after his/her departure or during his/her absence; and show the qualifications of the new, or substitute, PI. SGSR will submit the disclosure request to the funding agency and copy the Grant and Contract Accounting Office (GCA).