Prior Approval Change of PD/PI Transcript

*********************DISCLAIMER!!!*********************
THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.
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Welcome to this tutorial on electronically submitting a Change of PD/PI request for a grant through eRA Commons' Prior Approval Module. As you know, a PD/PI of an award can be changed anytime during the lifetime of the award. Previously, to change a PD/PI on an award, the Signing Official (SO) of the grant had to send an email to the Program official and the Grant Management Specialist requesting them to change the PD/PI on an award. This process can now be accomplished electronically through the Prior Approval module. A benefit of providing this functionality electronically is that it can now be done through eRA Commons, an environment familiar to SOs and it allows the tracking of submitted requests.

A Change of PD/PI request can only be initiated and submitted by an SO. Requests can only be initiated on a grant year that is currently awarded and only within the current budget period.

Accessing the functionality starts with logging into eRA Commons. Once logged in, SOs need to navigate to the Prior Approval tab on the top navigation menu. The SO will see an option to initiate a request in the box to the left.

The SO will have a box for Existing Prior Approval Requests under which the List my Requests and Search for requests will be available. List my requests will display any requests that were initiated and are waiting for them to further processing or approving the request and sending it to NIH. SOs can search for any Prior approval request through the Search for Request page. If the request has still not been submitted to NIH, users can modify and submit their request and if the request has already been submitted to NIH, they can view the history of the request type and also view the request PDF submitted to NIH.

To initiate a Change of PD/PI request the SOs will go to the Initiate a Prior Approval Request box. In the field for request Type, they will select Change of PD/PI request.

Click Go ~~after selecting Change of PD/PI Request from the Initiate a Prior Approval Request box.~~ The system will generate a list of eligible applications for change of PD/PI. The results are displayed in a table showing the Grant number, Project Title, Contact PD/PI name and Budget Period End date.

~~Again~~, because SOs manage all the applications and grants, they have two text filter fields they can use at the top of the screen to narrow the results to the application they want.

Once the application is found, click on the radio button to the far left to select the application. Once that is done, the Initiate Change of PD/PI Request button becomes active. Click the button to start the request.

This will open the Prior Approval Request Change of PD/PI form. It will display the applicants Information like "PD/PI User Id, Name of PD/PI, Grants Management specialist details, Program Official details, the Grant number, Application title, Institution Name, Budget period and project period.

In the request Detail section, it will display the Request ID (a system generated ID number); PD/PI name and user ID Assigned to Current Grant Year, a section to enter the new PD/PI name (which is a type ahead). Based on the Name entered the system will calculate the PI ID. SO will also have to enter if the newly added PD/PI will be a contact PI or not and also inform the level of effort in Person Months for either calendar or academic or summer. The Bio sketch and other support documents for the newly added PD/PI are all required while submitting the request, though it is not required for the existing PI unless there is a change in any of these documents of level of effort. Once all these information is provided the SO will have to select the Add/New button to add the PI to the application or to replace the existing single PI application. So will also provide the Effective date from when the newly added PI's will start their work.

For applications where Human subject education are required the Human subjects education is up to date for the PI's on this request check box should be checked without which they cannot submit their request to NIH.

If the application is a multi PI application the SO should also provide the Leadership plan document (PDF only) along with all the documents (pdf only) that are requested on the screen.

You can upload only 1 pdf document for each document section, each not exceeding 5MB in size. To upload a file, click the Upload button; navigate to the desired document and select the document. When the upload is complete, you will see a green box appear above the Upload button to indicate a successful upload. The name of the file will be displayed below, along with the date it was uploaded. You can review the file by clicking the View button, or remove the file by clicking the Delete button.
If there is still more work to be done before submitting to the agency, the Request can be saved "as is" by clicking the save button. You will see a green confirmation message at the top of the screen when the save is complete.

Hitting the Cancel button will bring you back to the Prior Approval screen, after confirming that you agree to lose any unsaved data.

The SO can now submit the request to the NIH by clicking the Submit button which changes the status if the request to "Submitted to Agency". Once the request has been submitted a pdf document is generated based on the request submitted. This PDF document can be viewed in Search for request tab.

A notification is sent to SO, GMO and PO of the application when the Change of PD/PI request is submitted to NIH.

This concludes the tutorial on electronically submitting a change of PD/PI request for an application through eRA Commons. A number of resources are available to you should you need assistance with this process.

Screen help is available by clicking on the question mark on the Prior Approval screens. If you still have questions about submitting Change of PD/PI requests electronically, contact the eRA Service Desk. Thanks for watching.