**DATE**

**Mr. /Ms. X, Title**

**Organization Name**

**Address**

**City, State ZIP**

Dear **Mr. /Ms. X:**

The University of Idaho is requesting a change of PI from **Name of Current PI** to **Name of New PI** for the project entitled **“*Project Name*”** funded under (**Sponsor’s award number).** We are requesting this change for the following reason(s):

**Give reason for requested change and include new PI/Co-PI’s CV and current and pending support form (available on the web).**

If you have any questions, please contact the OSP Post Award Contract Administrators, at postaward@uidaho.edu.

Sincerely,

**YOUR NAME HERE New PI/Co-PI Name Here**

Principal Investigator Proposed new PI or Co-PI

Deborah N. Shaver, AVP Research Administration

Office of Sponsored Programs

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean Date