**DATE**

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

**Organization Name**

**Address**

**City, State ZIP**

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

The University of Idaho is the recipient of funding for the project entitled **“*Project Name*”** funded under your award (**Sponsor’s award number)** under the direction of (**Lead PI and co-PIs**). We are requesting to (**change/remove)** (**co-PI name)** from the project for the following reason(s):

**Give reason for requested change.**

**Give information on who will take over the project work of the co-PI (e.g. lead PI or new co-PI).**

If you have any questions, please contact OSP Post Award at (208) 885-6651 or via email at postaward@uidaho.edu.

Sincerely,

(***Please sign the letter prior to submitting to OSP Post Award; OSP will print/copy the request onto OSP letterhead***). **Attached a CV and current and pending support form for the new Co-PI, if any.**

**YOUR NAME HERE Proposed new PI here**

Principal Investigator Proposed PI (or Co-PI)

Deborah N. Shaver

Director, Office of Sponsored Programs

Approved:

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

Department Chair Date

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

College Dean Date