Replacing the PI

Role of user: Current PI, or any personnel with Signature Authority for this protocol.
Prerequisite: You must be working on a submission that has not yet been approved, and it must be an Initial Application submission or Modification submission.

1. Click the replace link. A popup window will display the pick list of all personnel in the system. If the new PI is not on that list, go to http://osticket.mssm.edu/support and submit a request to have the PI added as a new user.

2. After selecting the new PI, check the Primary Department and make sure it’s correct for the new PI.