

## Changing the Principal Investigator

Any study team member who has been granted editing rights can change the Principal Investigator (PI) on a research study. However, the method for changing the PI depends on the State of the submission.

If the study application is in an editable state (Pre Submission), the PI can be changed directly by editing the application. If the study application is in a non-editable State (e.g., Approved), an Amendment must be created.

This procedure assumes you know how to locate and open a submission from your Home Workspace.

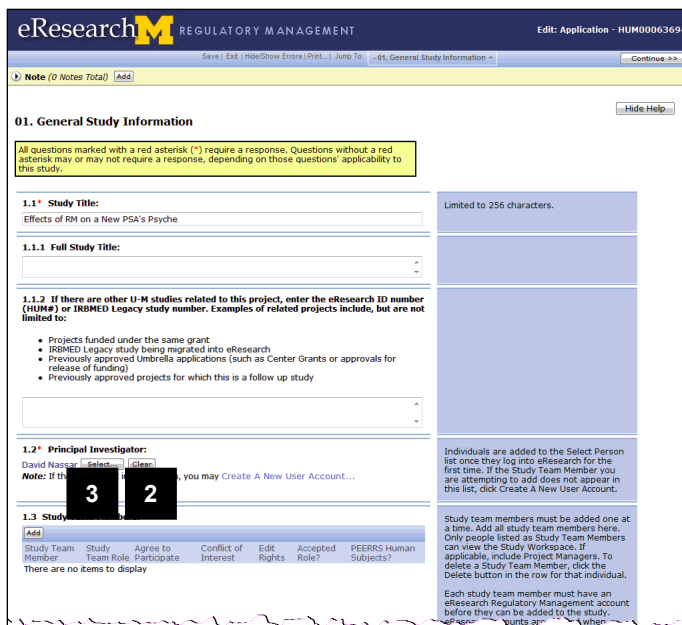
### Change PI: Pre Submission

#### Study Workspace



1. Click **Edit Study** from the Activities menu in the Study Workspace.

#### Study Application



2. Click **Clear** in section **1.2 Principal Investigator** to delete the Principal Investigator.
3. Click **Select...** to choose the new Principal Investigator.

### Select Person Window

4. Select **Last** from the **Filter by** drop-down menu and type the last name (or partial last name) of the new Principal Investigator in the search field.

**Note:** You can also search by First name, Uniqname, User ID, or Project ID.

5. Click **Go**.

### Select Person Window

6. Click the radio button next to the Principal Investigator's name.

**Note:** Individuals are added to the **Select Person** list once they log into eResearch for the first time. If the study team member you are attempting to add does not appear in this list, click **Create A New User Account** in section 1.2 of the study application.

7. Click **OK**.

### Study Application

8. Click **Save**.

## Change PI after Submission

Since the study is in a non-editable State, you must first create an Amendment in order to change the PI. See the [Creating an Amendment](#) step-by-step procedure for instructions.

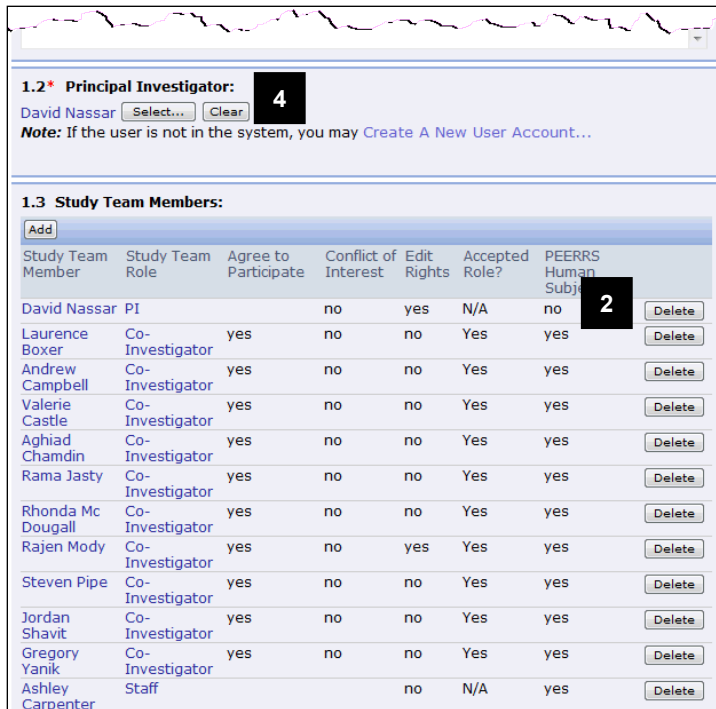
The following steps assume you that you have already created the amendment, and you are ready to amend the application.

### Amendment Workspace



1. Click **Edit Study** from the Activities menu in the Amendment Workspace.

### Study Application



2. Click **Delete** next to the name of the PI in section **1.3 Study Team Members**.
3. Click **OK** when asked if you are sure (not shown).
4. Click **Clear** in section **1.2 Principal Investigator**, and then click **Select...**
5. Repeat steps 4-8 from the previous section.

**Note:** The PI must submit the amendment before the changes can be approved and applied to the study.