



**Form 1304 FR.06  
Responsible Personnel Change Form**

Revised 6/8/2017

**Instructions:** Adding or deleting a responsible investigator to a sponsored award? If so, complete and submit this form to the Office of Sponsored Projects (OSP) via your GCAT mailbox. A responsible investigator always includes PIs and Co-PIs and any other individual (faculty, students, collaborators, consultants, etc.) the PI has determined to be responsible for the design, conduct, or reporting of the research. For additional information, please review Yale's [Policy on Conflict of Interest](#).

Principal Investigator and Project/Award Information			
<b>IRES Proposal #:</b>		<b>Sponsor:</b>	
<b>PI Name (Last, First, M.I.):</b>		<b>PI Title:</b>	
<b>Proposal Title:</b>			
<b>Lead Administrator:</b>		<b>Sponsor Award #:</b>	

Responsible Personnel Data										
Add	Remove	Name (Last, First)	NetID	Cost Center	Role on Project	# of Person Months			% Effort	Effective Date Effort Committed to Project (mm/dd/yy)
						Calendar	Academic	Summer		

Comments/Notes

Authorizations & Approvals			
<b>PI Authorization:</b> I have determined that the above change regarding responsible investigator is in accordance with Yale policy and sponsor requirements.			
I also understand that the addition of a responsible investigator requires the individual to complete the appropriate External Interest Disclosure form prior to their participation in the research. I will ensure they do not engage in the research until the form is completed and submitted to the COI Office.			
<b>Signature of Principal Investigator:</b>		<b>Date:</b>	
<b>Reviewed and Verified by Signature of Lead Administrator:</b>		<b>Date:</b>	