

Policy Name: Significant Absence of a Principal Investigator
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Scope: Principal Investigators
Page: Page 1 of 1
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Principal Investigators anticipating absences from the UNTHSC for more than three months are required to give official notice of such absence to the agencies sponsoring their research.

Most federal agencies require advance notification if the Principal Investigator relinquishes active direction of a project for a period of three consecutive months or longer, plans a significant change in effort (often defined as an increase or decrease greater than 25 percent of effort committed at the time of award), or plans to transfer to another institution.

The awarding agency must approve a replacement PI who is suggested by the original PI. Agencies reserve the right to terminate a grant if approval for a leave of absence has not been sought or if the replacement PI is not acceptable.

To initiate a leave of absence, the PI should write to the awarding agency regarding the planned absence and appointment of a temporary replacement. This correspondence should first be routed to the Office of Grant & Contract Management (OGCM) for endorsement. The curriculum vitae of the replacement PI should accompany the request.

Questions concerning an absence, change in level of effort, or transfer of award should be directed to OGCM.