



## FSU Research Foundation PERSONNEL CHANGE REQUEST\*

\* If the PI or Co-PI needs to be changed on a sponsored project, a new Proposal Transmittal Form (PTF) is needed to capture all the changes and approvals for the project.

**Date:** \_\_\_\_\_ **Department Name or ID:** \_\_\_\_\_

**PI Name:** \_\_\_\_\_ **Sponsor Name:** \_\_\_\_\_

**Department Contact:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Update Department Contact?

**New Department Contact:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**PROJECT ID:** \_\_\_\_\_

**Projects Module: Project Team** - The employees added here with the role of SP Manager will have the authority to approve expenditures on the project. SP Managers w/ePRO must also have the FSU\_PO\_APPROVER and FSU\_PS\_APPROVER roles or there will be errors in the procurement process. If the employee does not wish to receive email notifications, he/she should uncheck the "email" box on OMNI's My System Profile page.

Add/Remove		NAME	EMPLID	ROLE
<input type="checkbox"/> Add	<input type="checkbox"/> Remove			
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**Projects Module: Project Manager (Travel Approver)** - **ONLY ONE TRAVEL APPROVER ALLOWED PER PROJECT. THE PI IS THE DEFAULT.** The employee listed here will have authority to approve travel expenditures on the project. If the employee does not wish to receive email notifications, he/she should uncheck the "email" box on OMNI's My System Profile page. Travel Approvers (Project Manager) must also have the FSU\_TE\_APPROVER role assigned in OMNI's general security.

<b>Change To:</b>	NAME	EMPLID	
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**Needs either Principal Investigator or Department Chair approval.**

**Principal Investigator**

**Department Chair**

FSU Research Foundation  
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FSURF USE ONLY	
UPDATED BY:	DATE