**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to provide leadership structure and assure smooth transition during the change of Principal Investigators (PIs). The multiple PIs/Co-PIs model is used for UC-NCORP.

**DEFINITIONS**

Principal Investigator: A UC member investigator with adequate experience in clinical research, accruals, participation in research base committees, and administration with an interest in the main leadership of an NCORP.

Co-Principal Investigator: A UC member investigator with adequate experience in clinical research, accruals, participation in research base committees, and administration with an interest in supporting and assisting the main leadership of an NCORP. This role is not required to have permission from NCI/NCORP Leadership

Investigator-in-Training (IIT): A UC member investigator with approximately ten years or less of oncology experience or an early or mid-career clinician in oncology and has expressed an interest in the leadership of an NCORP. The investigator has adequate experience in clinical research, demonstrated participation in clinical trial accruals, and sought involvement in research base committees.

**GUIDELINES**

The change of Principal Investigator must go through the NCI Office of Grants Administration (OGA) and Program Director. The final approval of a change of PI comes through a revised Notice of Grant Award. The change becomes official only after the NCI Program Director indicates approval of the new Principal Investigator to the Grants Management Specialist and the Grants Administration Branch prepares a revised Notice of Award indicating the new Principal Investigator. Once approved by OGA NCORP SYS will be updated to reflect the change. An email with updated information should also be sent to ncorp@mail.nih.gov so that the respective NCORP Listservs can be updated.

**REFERENCES:** NCI Program Guidelines, May 2018 Part 4 “Changes in Principal Investigator(s) for Any Key Component of NCORP

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee