InfoEd: Changing the Associated and PI Departments in the Setup Questions

The Associated Departments and PI Departments areas within the General Proposal Properties section of the Setup Questions screen dictate two important things: the department to which the proposal belongs and the department through which the proposal will route for internal approvals. For faculty members assigned to multiple departments, the Associated and PI Departments default to one’s primary or “home” department, and a change in the departments listed may be needed so that the department to which the proposal belongs and the department through which the proposal should route for internal approvals is correct. Below are instructions for changing the departments.

**Step 1: Add the Correct Department and Designate the Prime**

On the Setup Questions screen, locate the Associated Departments and PI Departments area within the General Proposal Properties section of the Setup Questions screen. Click “Add” to right of Associated Departments.

The UNR hierarchy will now appear. Click the plus sign to the left of an area to reveal its underlying departments.

Next, click the radio button to the right of desired department, and then click the “Select” button in the upper right corner of the screen. Now, repeat the above process to add the correct department to the PI Departments area.

The Associated and PI Departments areas of the Setup Questions screen should now list two departments: the one originally listed and the one just added. Next, designate the added department as Prime by selecting the corresponding radio buttons. Then click the Save button in the upper left of the screen. If you see a pop-up message regarding cost share, click “ok.”

**Step 2: Remove the Unnecessary Department**

Next, remove the unnecessary department by clicking the blue arrow icon in the Remove column. The result should be the listing of the one, correct department.