



**University of Nevada, Reno
 Request for Change in Key Personnel Form (SP-5)**

A Change in Key Personnel is the addition, replacement or change in status (such as an absence for any continuous period of 3 months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD) or other key personnel as specified on the Notice of Award or approved application. Changes in key personnel require prior sponsor approval.

To request a change in key personnel, please submit this completed, signed form to your [Sponsored Projects pre-award research administrator](#). Once received, the pre-award research administrator will request sponsor approval for the change on behalf of the requesting individual.

Requestor Contact Information

Name: _____ Email and Phone: _____
 Department: _____ Unit: _____

Project Information

Principal Investigator: _____
 Workday Award (AWD) #: _____ Effective Date of Change: _____

Key Personnel Changes

Name	Department	Unit	Add/ Drop
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New Assignment of F&A and Recognition

Name	Department	% Recognition	Individual F&A Program #	% Individual F&A	% Cost Center F&A	% Unit F&A
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Justification for Personnel Change

Approvals

Principal Investigator	Chair/Director	Dean/VP
Other Key Personnel	Chair/Director	Dean/VP
Other Key Personnel	Chair/Director	Dean/VP
Other Key Personnel	Chair/Director	Dean/VP