Sponsored Research Administration
OMNI PROJECT TEAM MEMBERS/
PERSONNEL CHANGE REQUEST*

* If the PI or Co-PI needs to be changed on the project, a modification will be required through RAMP 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 <u>SP Manager</u> 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.

Add/Remove		NAME (first, middle initial, last)	EMPLID	ROLE	Email Notify
☐ Add	☐ Remove				
☐ Add	☐ Remove				
☐ Add	☐ Remove				
☐ Add	☐ Remove				
☐ Add	☐ Remove				
☐ Add	☐ Remove				
☐ Add	☐ Remove				
☐ Add	☐ Remove				

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.

Change To:	NAME	EMPLID	

* Needs either Principal Investigator or Department Chair approval.

Principal Investigator * _____   **Department Chair *** _____

Sponsored Research Administration
dl-RSCH-SRA-QA@fsu.edu, 850-644-5260

SPONSORED RESEARCH USE ONLY	
UPDATED BY:	DATE:

Revised 02/11/2022