


# How to change the contact PI

1. Write a letter to the PO cc'ing to the GMS that you want to change the contact PI from the existing one to a new one.  
Include:
  - a. The reason for this change.
  - b. Justification of the new contact PI mentioning his/her qualifications, training, and experience.
  - c. Percent effort of the new PI
  - d. Roles and responsibilities of the new PI
  - e. Whether the existing PI is reducing his/her percent effort
  - f. The letter must be signed by the existing PI, propose contact PI and AOR.
2. Attach new PI's biosketch
3. Attach an updated Other Support (OS) page for the new PI.

## How to sign a PDF electronically

Adobe Acrobat Reader has an electronic signature method that works for both PCs and Macs and it is free!

- First, you need to [download and install](#) Adobe Acrobat Reader.
- Open the word document and save it as a pdf on the desktop. Close.
- Right click the PDF and choose: open with- Adobe Acrobat Reader.
- Click the sign icon  in the toolbar and then choose whether you want to add your signature or just your initials.

- You can choose to sign by: typing your name, drawing your signature, or browsing for a saved image of your signature.
  - You can click “save signature” if desired. Then click “Apply.”
  - Lastly, drag the signature to the correct location. You can change the color, font, or size as needed.
  - Follow these steps for ["flattening"](#) the PDF to avoid errors.
- Steps and screenshots can be found [here](#).