



Change in PI Process

Prior approval is required in writing for a change in PI for EXCITE Activity 1 or 2 awards. The letter should be on your college letterhead, addressed to Beverly Coberly, the Extension Foundation's Chief Operating Officer, and emailed to contracts@extension.edu. Include the following in your letter:

- Original PI Name
- Award ID
- Period of Performance
- Project Title
- Effective Date of Change
- New PI Name
- Reason for change of PI

The letter should be signed by an authorized official, including name, title, and signature date.