Revision Request (Change PD/PI) – Information Sheet

Commons Status

The Signing Official (SO) may submit a revision request to change the PI/PD via the Status module in eRA Commons. Status is accessed by logging into eRA Commons (<u>https://public.era.nih.gov/commons/</u>) and navigating to Status.

The SO will need to take the following steps to submit the revision request. After logging into Commons, select **Status**.



Using the available fields search for the award for the revision request. Select **Search**. From the **Status Result – General Search** page, locate the award and select **Revision Request** from the three-dot ellipsis options.

itatus Result - General Search 📀									
Filter Table		□ ▼ 726 Results							
Application/Award ID 🗘		Grants.gov Tracking # 🌻	Proposal Title ≑	PD/PI Name 🍦	Application Status 🌲	Project Period Start -	Project Period End ≑	Budget Period Start ≑	Budget Period End ≑
NA24OARX417G0105-T1-01		GRANT13841485			Council review completed	02/01/2024	02/28/2025	02/01/2024	02/28/2025
NA24OARX417G0102-T1-01		GRANT13841469			Council review completed	02/01/2024	02/28/2025	02/01/2024	02/28/2025
1R21ES035822-01		GRANT13809288			Pending IRG Review	12/01/2023	11/30/2025	12/01/2023	11/30/2024
NA23NOSX012G0010-T1-01		GRANT13781272			Council review completed	09/01/2023	08/31/2026	09/01/2023	08/31/2026
NA19OAR4320074-T3-01S11	, L	GRANT13889202			Awarded. Non-fel- lowships only	09/01/2023	05/31/2024	09/01/2023	05/31/2024
NA23OAR4170582-T1-01		Correspondence			Awarded. Non-fel- lowships only	09/01/2023	08/31/2025	09/01/2023	08/31/2025

A separate browser window will open to the **Revision Request List** where you will select **Initiate a New Revision Request**.

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Revision Request Existing Revision Requests for Filter Table	st List or Year 1: NA19OAR 0 Results	4320074-T3-01S117			≵ ⊞ < `)		
Request ID 👻	Projec	t Title 单	Request Type ≑	Submit Date ≑	Status 🌩		
			No requests inititated		Cancel Initiate a New Revision Request		
 Help Contact Us 		 Privacy Notice Accessibility Disclaimer 	U.S. De Services	Office of Extramural Research partment of Health and Human	HHS Vulnerability Disclosure Screen Rendered: 10/27/2023 12:30:43 PM EDT PA0031@3729		
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From the **Revision Request** screen select **Change in Principal Investigator/Project Director** from the list of dropdown options and select **Go**.

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Revision Red	quest 🕜		
	Initiate a Revision Reques	t	
	Revision Request Sub type:	*No Cost Exension - Prior Approval Required	✓ Go
		*No Cost Exension - Prior Approval Required No Cost Exension - Prior Approval Waived(Research Terms and Conditions) Extension to Closeout *Channe in Scope	
	Į	Change in Principal Investigator / Project Director Foreign Air Carrier for Travel Change in Key Person Specified in the Application Disengagement for More Than 3 Months, or 25% Reduction by Project Director or Pl	
Help Contact Us		Satisty Specific Conditions Inclusion of Costs Requiring Prior Approval in Cost Principles Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application Rebudget - Prior Approval Required	HHS Vulnerability Disclosure
		Rebudget - Prior Approval Waived(Research Terms and Conditions) Pre-Award Costs More than 90 Days *Termination by Consent Submit Additional Closeout Documents ASAP Drawdown Request (ASAP Vendors Only) Other	Screen Rendered: 10/27/2023 12:38:05 PM EDT PA0031@3729



On the **Revision Request – Modify Request** screen the user must complete the mandatory fields, specifically including the Commons ID of the PI/PD in the **Description** text box.

Commons Material Institutes of Health Prior Approval Image: A common sector and the sector an		0 L 1						
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Revision Request - Modify Request ? * Required Fields								
Application Information								
PD/PI Name Anderson, Donald Dean PD/PI User ID ETIRARX3	Grants Management Specialist Isaac, Freddie L. eRATest@mail.nih.gov 301-628-1330	Program Official Rojo, Claudia eRATest⊛maiLnih.gov 301-427-2461						
Project Number NA19OAR4320074-T3-01S117	Application Title Enabling Gilder-based Monitoring of pH and CO2 Uptake in the Gulf Stream							
Institution WOODS HOLE OCEANOGRAPHIC INSTITUTION	Budget Period 09/01/2023 - 05/31/2024	Project Period 09/01/2023 - 05/31/2024						
Request Details								
Request ID : 30812								
Request type • Change in Principal Investigator / Project Director	Effective Date = 10/27/2023	Description * PROVIDE THE COMMONS ID OF THE PD/PI.						

On the **Revision Request – Modify Request** screen the **Justification Document** is also a mandatory field to complete. Only PDF file formats are accepted as uploads to this section. Once all the mandatory fields are completed click **Submit**.

Justification Document *			
		Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.	
Budget Document			
		2 Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.	
Other Supporting Documents			
		▲ Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.	
► Request History			
			🗲 Cancel 🔹 Delete 🔛 Save 🛛 🛃 Submit
Help Contact Us	 Privacy Notice Accessibility 	NIH - Office of Extramural Research U.S. Department of Health and Human	HHS Vulnerability Disclosure Services Services
	A Disclaimer		Screen kendered: 10/27/2023 01:11:50 PM EDT PA0031@3729



A **Confirmation** box will appear. Select **Yes**.

	Con	rmation ×
Budget Document	Are y	I sure you wish to submit to Agency?
Other Supporting Documents		
	🕹 Drop file o	rowse to attach up to 10 total PDF files, not exceeding 6MB per file.
Request History		
		← Cancel
Help Contact Us	Privacy Notice Accessibility Disclaimer	International Research HHS Vulnerability Disclosure U.S. Department of Health and Human Services Screen Rendered: 10/27/2023 01:11:50 PM EDT PA0031@3729
		NIH_Turning Discovery Into Health®

Once submitted, the **Revision Request List** screen will show details pertaining to the request such as the **Request ID**, **Project Title**, **Request Type**, **Submit Date**, and **Status**.

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Revision Request List Existing Revision Requests for Year 1: NA190AR4320074-T3-015117 Filter Table 1 Results										
Request ID 👻	Project Title 🌩		Request Type 🗢	Submit Date 🗢 Status 🗢						
30812	 enabling onder-based monitoring or pri and 	CC2 opraxe in the Gun stream	Change in Finicipal Investigator / Figles Director	Cancel Initiate a New Revision Request						
HelpContact Us		♥ Privacy Notice & Accessibility ▲ Disclaimer	NIH - Office of Extramural Research U.S. Department of Health and Human Services	HHS Vulnerability Disclosure Screen Rendered: 10/27/2023 01:22:17 PM EDT PA0031@3729						