Subaward Modifications

User aid for: Change of Subrecipient PI (aka Site Investigator)

In Kuali Research

Is the new subrecipient PI in Kuali Research?
1. In Kuali Research: In the left navigation menu, select All Links
2. In the search field, begin typing Address
3. Select Address Book
4. Search for the new subrecipient PI.
5. If this person is in the KR Address Book, note the Address Book ID, which is on the left of the results line.
6. If this person is NOT in the KR Address Book, request that they be added using the Address Request Form

In the Subaward Request Form (Kuali Build)

On the Subaward Modifications Only section, **Enter the KR Subaward ID**.
The auto-filled data will show the former Site Investigator name (the subrecipient PI of record when we last issued the Subaward or modification).

Modification Type: Select the primary purpose of this modification.

If you are adding funds, extending the date, or another action, make the appropriate selection. Modification Type User Aid
Under Additional Action(s) requested, select Other (describe)
Enter the New Subrecipient PI's name and the KR Address Book ID in the comment field

If the ONLY purpose of the modification is the Change of Subrecipient PI, select Other.
Enter the New Subrecipient PI's name and KR Address Book ID in the Other Modification Type Description field.