



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 SP Manager 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	
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* Needs either Principal Investigator or Department Chair approval.

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

Sponsored Research Administration
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SPONSORED RESEARCH USE ONLY	
UPDATED BY:	DATE:

Revised 02/11/2022