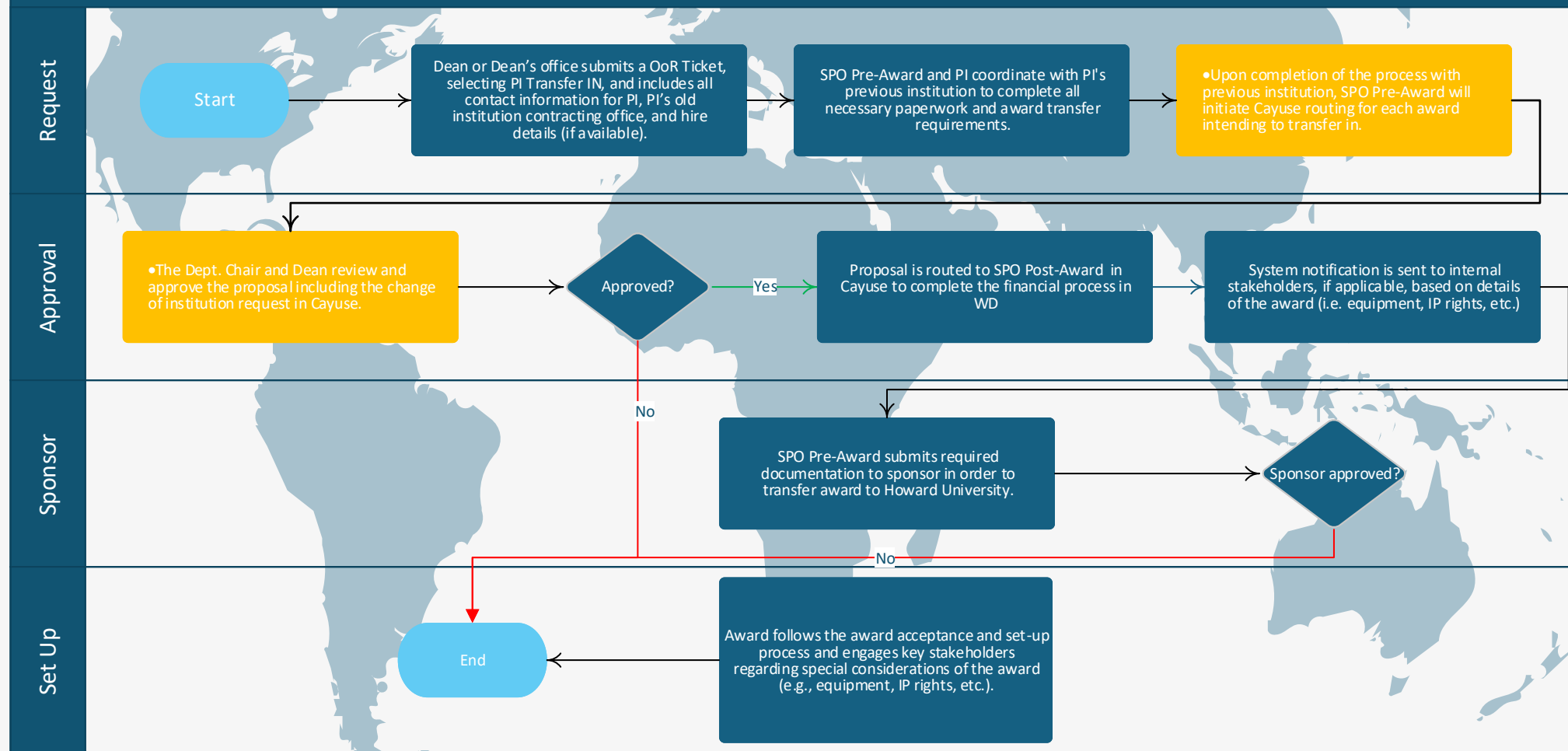


## Change of Institution - PI transfers into Howard



**Key:**  
 SPO - Sponsored Programs Office  
 PI - Principal Investigator  
 PD - Project Director  
 OoR - Office of Research Ticketing System  
 Key Control

**Key Controls:**  
 Upon completion of the process with previous institution, SPO will initiate Cayuse routing for each award intending to transfer in.  
 The Dept. Chair and Dean review and approve the proposal including the change of institution request in Cayuse.