

# Change the Lead Unit



## How can the lead unit be changed?

The Lead Unit can be changed at any time unless the Development Proposal has the Submitted status. The Lead Unit is displayed at the top of every tab of the Development Proposal and can be changed on the General tab.


**To change the Lead Unit** denoted by the blue house icon 🏠:

- ❑ Go to the **General tab > Key Personnel**.
- ❑ Click on the **edit icon** ✎ next to the Principal Investigator (PI).

Name	Role	Department(s) / Organization(s)	Designation	% of Effort	Training	Certification	Actions
Bader, Joel S	Principal Investigator	INSTITUTE FOR COMPUTATIONAL MEDICINE AAP/Biotechnology	Professor	100	Not Applicable	Incomplete	✎ 🏠 ⓘ

- ❑ Enter the desired unit in the **Department** field for the PI.

Employee  Non-Employee   
Bader, Joel S  
Multi-PI  Role: Principal Investigator  
Department: [Search here to add more Departments] % of Effort: 100  
Click on the 🏠 icon to mark department as Lead Unit  
INSTITUTE FOR COMPUTATIONAL MEDICINE AAP/Biotechnology  
[Cancel] [Update Key Personnel]

- ❑ Click on the grey house icon 🏠 to change it to blue. The blue house icon 🏠 denotes the Lead Unit. The user cannot change the Lead Unit to a Department unless the user has access to said department.
- ❑ Click on the **Update Key Personnel** button .