## Change the Lead Unit



## How can the lead unit be changed?

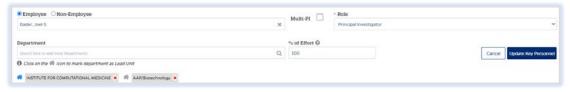
The Lead Unit can be changed at any time unless the Development Proposal has the Submitted status. The Lead Unit is displayed at the top of every tab of the Development Proposal and can be changed on the General tab.

## To change the Lead Unit denoted by the blue house icon 4:

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



☐ Enter the desired unit in the **Department** field for the PI.



- ☐ 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 Update Key Personnel

