How To Add/Delete Unit(s) for PI/Co-PI

- Select Key Personnel, then Personnel to expand the Key Personnel section.
- Select the PI that you would like to add/delete the unit affiliation.

- To delete a unit, under the *ACTIONS* header, click on "**Delete**", this will remove this affiliation.

- To add a unit, select "**Lookup/Add Multiples Lines**".

- In the *UNIT NUMBER* field, enter the Unit number (DXXXXX) that you would like to add. In this example, D01342 represents Material Sci:Engr Pgm Dept, the department that this proposal will be routed through.

- Select "**Search**".

- Check the box and then select "**return selected**".

8. This completes this action.

Key Personnel

Search for and add key personnel

👤 Add Personnel

Notify All

▶ **Chikako Takeshita (Principal Investigator) (Certification Incomplete)** 🗑

Project Status: Update Needed   Annual Disclosure Status: Not Yet Disclosed

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▼ **Bryan M Wong (Co-Investigator)** 🗑

Project Status: Up To Date   Annual Disclosure Status: Approved

| Details | Organization | Extended Details | Degrees | Unit Details | Person Training Details |

Unit Details

Lookup/Add Multiple Lines 🔍

Show [10 ▾] entries

`csv` `xml` `xls`

Unit Name	Unit Number ⇅	Lead Unit? ⇅	Actions
(D01342) Material Sci:Engr Pgm Dept	D01342		Delete

Showing 1 to 1 of 1 entries

First | Previous | **1** | Next | Last