

How do I request key member changes on the award and project forms?

If the number of key member role listings for an individual employee to be updated is less than 40, the individual department or business unit will request the change through their Role Manager or Setup Specialist to manually update the changes. If the employee is listed 40 or more times as any of the below key member roles on any combination of projects and/or awards, the department or business unit may request that ITS-EA auto-update the key member roles. Follow the [Key Member Mass Change Instructions](#) to submit request.

Award Key Member Role Data	Project Key Member Role Data
Award Manager	Project Manager
Principle Investigator (PI)	Principle Investigator (PI)
Co-Principle Investigator	Co-Principle Investigator
Award Oversight 1	Fiscal Contact
Award Oversight 2 Approver	Approver
Limited Setup Specialist	Examiner
OSP Invoicing Contact (OSP Requests Only)	Fiscal Officer
OSP Reporting Contact (OSP Requests Only)	Fiscal Contact