

Request for Change in Key Personnel

A Change in Key Personnel is the replacement or change in status (such as an absence for any continuous period of 3 months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD).

Documents Required

- A dated cover letter signed by the AOR or designee that includes:
 - Grant Award Number and Grantee Organization Name
 - Justification for the change in key personnel
 - New personnel contact information (name, title, business phone number and business email address)
- A resume, biographical sketch or curriculum vitae of the proposed individual

How to Submit Your Request:

All requests for Change in Key Personnel should be submitted by the grantee in Grants Management Module as a new amendment by accessing “Manage Amendments”, click “New”, select appropriate key personnel change amendment and “Create Amendment”.

Change in Key Personnel amendments:

- ACL Change PI/PD Info

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which include no-cost extension requests. This video is at the bottom of [this page](#).”