

Approval of 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), Authorized Organizational Representative (AOR) or other key personnel as specified on the Notice of Award (NoA) or approved application.

Documents Required

- A dated cover letter signed by the AOR or designated AOR (for change of AOR) that includes:
 - Grant Award Number
 - Justification for the change in key personnel
 - Contact information and biographical sketch of the proposed individual
 - Other sources of support (if applicable)
 - Any budget changes resulting from the proposed change (if applicable)
- A resume 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
- ACL Change in AOR

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](#).”