

Approval of Change of Recipient

A change of recipient is a process used to transfer the legal and administrative responsibility for a grant-supported project or program from one legal entity to another before the ending date of the approved project period. A change in recipient may be the result of:

- change in the principal investigator's/project director's (PI/PD) organization;
- change in sponsoring organization for a fellowship;
- change in a designated entity under a program where a state or other eligible recipient can designate another organization to receive the grant on its behalf;
or
- a replacement grant

A change in recipient will include a new entity with an Entity Identification Number (EIN) that is different than the current grantees but the scope of the project being implemented will remain the same.

A replacement grant will require review and approval from the HHS Office of General Council.

Documents Required

Current Grantee:

- A relinquishing statement that must include:
 - Date of the relinquishing statement;
 - Name and address of original recipient;
 - Name of PI/PD;
 - Grant number(s);
 - Statement of relinquishment of interest in the grant(s) and future claims to remaining unobligated balances;
 - Effect date of the end of support of the original recipient;
 - A list of all items of non-expendable personal property (equipment) with an original acquisition cost of \$5,000 or more, purchased in whole or in part with grant funds, which will be transferred;
 - An estimate status of funds awarded for the currently active budget period as of the effective date of the end of support; and
 - The signature of the Authorized Organizational Representative (AOR).
- Notify grantee NO FURTHER SPENDING ALLOWED**
- Final Report FFR SF-425
- Final Progress and Performance Report
- Final SF-428 Property Disposition
 - If the recipient does not agree to the transfer of all equipment acquired primarily under the grant, ACL may approve the request not to transfer; or exercise the right to transfer title to the equipment.

New Organization:

- Cover page signed by the AOR of the new organization including its DUN and Bradstreet Universal Numbering System (DUNS) number
 - Should be dated
- SF-424 Application for Federal Assistance
 - Item 17 'Start Date' should reflect the day after the current grantee's effective date of the end of support and 'End Date' should reflect the current grantee's project period end date.
 - Item 18 "Federal" should reflect the current grantee's unobligated balance and unmet match, if applicable.
- SF-424A
- Budget Justification/Narrative for current budget period, [Budget Justification Sample Template Instructions](#)
- SF-424B
- Certification Regarding Lobbying, [Certification Regarding Lobbying](#)
- IRS Determination Letter/Proof of Non-Profit Status
- Project Summary Abstract, [Instructions for Completing Project Summary Abstract](#)
- Work Plan, [Work plan Template](#)
- Updated biographical sketches for the PI/PD and existing key personnel, and biographical sketches for a new PI/PD, if appropriate, or any proposed new key personnel
- Detailed list of any grant-funded equipment being transferred to the new recipient (if applicable)
- IDC Rate Agreement (if applicable)

RESOURCE:

SF-424, SF-424A and SF-424B pdfs located:

<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortBy=1>

How to Submit Your Request:**Current Grantee:**

Required documents should be submitted by the grantee in the Grants Management Module as a new amendment by accessing "Manage Amendments", click "New", select "ACL Transfer of Award (Termination of Old; Award to New) (Type 8)" and "Create Amendment".

The amendment should adjust the project and budget period end date to the effect date of the end of support of the original recipient.

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](#)."

New Organization:

Required documents should be submitted by the new organization to the assigned grants management specialist and grants management officer. OGM will create the funding opportunity announcement to then be able to log the competing application and upload to required documents to the application kit.

The NEW amendment for the transfer award should reject a project and budget period start date a day after the effect date of the end of support of the original recipient. The project period end date will reflect the end date of the original grant and the budget period end date, the remaining period of the budget year.