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), 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 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
* 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](https://www.youtube.com/watch?v=oKEQu9cr9EY).”