

Example of notifying CDC of new Arthritis Project Coordinator

Place on State stationery and remember to include award number.

Date

Ms. Naelean Austin
Attn: Teresa Belcher
Grants Management Specialist
Centers for Disease Control & Prevention (CDC)
Procurement and Grants Office (PGO)
2920 Brandywine Road, M/S E09
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU _____
Program Announcement 03022
Component 5--Arthritis
Change in Principle Investigator

Dear Ms. Austin:

This letter is to inform CDC's Arthritis Program of a change in staff for the _____ State Arthritis Program.

As of _____ 20____, _____ will be the new Arthritis Project Coordinator. As requested in the Program Announcement, Component 5, Mr./Mrs. _____ will take the Arthritis Challenge and the Public Health Approach to Arthritis Training. We will work with _____, our current project officer, to determine a date for an introductory conference call.

<<Insert brief paragraph indicating reason for the change in coordinator, who the new coordinator is replacing, and some expertise highlights indicating how the change will benefit the programs funded under the cooperative agreement.>>

A copy of his/her CV is attached for the record. You may contact _____ at _____.

If you have any questions in regarding this request, please feel free to contact me at

Sincerely,

/s/
Principle Investigator/Director

/s/_____
Business Official

