

## Change in Principal Investigator or Business Official

Sites must request approval for a change in the Principal Investigator listed in the Notice of Award letter for the cooperative agreement. In addition, a prior approval request is also necessary when the Principal Investigator is absent for more than three (3) months or reduces his/her time devoted to the project by 25%.

Finally, the Grants Management Officer / Grants Management Specialist should also receive an official notification if a new Business Official is proposed.

❖ **TIPS** - All correspondence must be on official agency letterhead and must include:

- Date
- Grantee name and award number
- Point of contact – name, phone number, and email address
- Two signatures – Authorized Business Official and Project Director

Required Documentation:

- Letter on agency letterhead with two signatures – Project Director and Authorized Business Official
- Curriculum Vitae or resume of new Principal Investigator
- Address, phone number, fax number, and email address of new Principal Investigator

### Change in Principal Investigator or Business Official - Template

Date

Attn: \_\_\_\_\_, Grants Management Specialist  
Procurement and Grants Office  
2920 Brandywine Road, Mail Stop E-09  
Atlanta, GA 30341

Re: Cooperative Agreement Award No. \_\_\_\_\_  
Program Announcement \_\_\_\_\_  
Request Change in Principal Investigator/Business Official

Dear Grant Management Specialist:

This letter is to request approval for a change in the key personnel for the cooperative agreement listed above.

<<Insert brief paragraph indicating reason for the change in personnel or a statement of bona-fide need, who the new Principal Investigator/Business Official is replacing, and some expertise highlights indicating how the change will benefit the programs funded under the cooperative agreement. >>

As requested in the award guidelines, a copy of his/her CV is attached for the record. We look forward to your response.

If you have any questions regarding this request, please feel free to contact \_\_\_\_\_ at phone/email address.

Sincerely,

/s/ \_\_\_\_\_  
Project Director

/s/ \_\_\_\_\_  
Authorized Business Official