This document describes procedures that must be used when the:

* Project Director or Principal Investigator is absent for more than three months; or
* Project Director or Principal Investigator is going to reduce the time he/she is devoting to the project by 25% or more; or
* Business official is changing

## CDC Notification

Changes in key personnel should be requested at least 120 days before the end of the budget period by sending a request on official letter head that includes:

* Date
* Recipient name and Notice of Award number
* Point of contact – name, phone number, and email address
* Two signatures – Authorized Business Official and Project Director

## Required Documentation

The following documentation must be included in the request:

* Curriculum vitae (CV) or resume of proposed key personnel
* Name, address, phone number, fax number, and email address of proposed key personnel

## Change in Key Personnel — Recipient Template

Click here to enter a date.

Centers for Disease Control and Prevention

Procurement and Grants Office

ATTN: Click here to enter text.

2920 Brandywine Road

Atlanta, GA 30341

Re: Click here to enter text.

Request Change in Key Personnel

Dear Grant Management Specialist:

This letter is to request prior approval for a change in the key personnel for the Notice of Award listed above.

Click here to enter text.

A copy of the curriculum vitae (CV) or resume for Click here to enter text. is attached for review.

If you have any questions regarding this request, please feel free to contact Click here to enter text.

Sincerely,

/s/ /s/

Project Director Authorized Business Official

Enclosure(s):

Curriculum Vitae/Resume