

ACL Process to Request a Change in Key Personnel – Mandatory/Formula Grants Module in GrantSolutions

Per [2 CFR 200.308](#), recipients of federal funds must request approval from the grantor for a number of changes related to the grant, including a Change in Key Personnel identified in the application for federal funds or in the grant award. The regulation defines a Change in Key Personnel as 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).

Amendment Submittal Process:

All requests for Change in Key Personnel should be submitted via email by the grantee with the required documents to the ACL program representative for confirmation. The ACL program representative will acknowledge the change in Key Personnel within ten business days, forward the request and coordinate closely with the ACL Center for Management and Budget (CMB) to document the change.

Documents Required

- A dated cover letter signed by the Authorizing Official 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

The new key leadership personnel will be included on email correspondence the next time a Notice of Award (NOA) is issued.