

Section 7.2.4: Change of Recipient Contact/Alternative Contact or Principal Investigator

PURPOSE AND POLICY

Each agency should establish and follow a standard process for the various grant adjustments. An approved subgrant modification or amendment is required for changes in contact information for the subgrantee or key subgrantee staff such as the Principal Investigator or PI. This includes changes in name, address, phone number, and email. The Office of Grants and Federal Resources (GFR) recommends that grant adjustments are processed via the eCivis Subrecipient Manager (SRM).

A subgrantee may make changes to the information for main contacts or alternate contacts. These changes specifically include name, address, office/desk phone number, email address, cellular phone number, title, etc. Reasons for changes to key staff may be:

- Permanent withdrawal or change in main contact (e.g., Project Director); and
- Temporary or extended absence (greater than three months) of the Project Director.

PROCEDURE

1. **Submit grant adjustment request.**

The subgrantee submits a request for a grant adjustment in writing, preferably via the eCivis SRM.

2. **Approve or deny grant adjustment request and notify the subgrantee.**

The grant program manager reviews the grant adjustment request to determine if the requested change is allowable under the grant terms and conditions, is necessary and reasonable, and is consistent with the goals and objectives of the grant.

If a change is needed, the grant program manager asks the subgrantee to resubmit the request with the required changes.

If the request is put on hold (e.g., to allow the grant program manager to gather additional details from the subgrantee), the grant program manager must inform the subgrantee of the reason why it is being put on hold.

Once the grant program manager determines that the adjustment request is acceptable, he or she approves it and notifies the subgrantee, preferably within the eCivis Subrecipient Manager (SRM).

If the grant program manager denies the adjustment request, the grant program manager notifies the subgrantee of the denial in writing, providing a reason or justification for the denial.

3. **Record of the grant adjustment disposition.**

Once the modification or amendment has been approved or denied, the grants program manager records the change in the award file, preferably in the eCivis SRM.