

# Change in Key Personnel Request

The guidance in this document is to help grantees navigate the following situations:

- The Project Director/Principal Investigator (PI) or key personnel on an approved award is absent for more than three months; or
- The Project Director/Principal Investigator or key personnel is going to reduce their time on the awarded project by 25 percent or more; or
- Authorized Signing Official is changing.

## Notifying FFAR of Personnel Changes

Grantees should notify us about changes in key personnel as soon as possible by submit a request in a letter on official grantee letterhead that includes the following information:

- Current Principal Investigator or Project Director, Project Title, and Grant ID
- New PI or key personnel and their contact information (address, phone, email)
- Description of the new PI or key personnel's expertise and suitability for the approved project
- New PI or key personnel's level of effort on the project
- Date of the proposed Change
- Explanation of the impact of the change on the project and steps for mitigating anticipated risk(s) to the project because of the change
- Two signatures – Authorized Signing Official and current Project Investigator/Director

## Required Documentation

The request must also include the following documentation:

- Curriculum vitae (CV) or resume of proposed key personnel
- Current and Pending Support of proposed PI

Grantees must submit the requests letter and required documents through our [Grants Management System](#).



## Sample Change in Key Personnel Request

[Click here to enter a date.](#)

Foundation for Food and Agriculture Research  
Grants Management Department  
ATTN: [Click or tap here to enter Name of Grants Management Director](#)  
401 9<sup>th</sup> Street, NW, Ste. 630  
Washington, DC 20004

Re: [Click or tap here to enter Grant ID](#)  
Request Change in Key Personnel

Dear Director of Grants Management:

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 and current and pending support 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/  
Principal Investigator / Project Director

/s/  
Authorized Signing Official

Enclosure(s):  
Curriculum Vitae/Resume  
Proposed Key Personnel's Current and Pending Support