



Policies and Procedures to Request a Change in Key Personnel

MEMORANDUM FOR: All Indian Health Service (IHS) Recipients of Federal financial assistance

FROM: Marsha Brookins
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This Alert provides guidance to the Indian Health Service (IHS) recipients of Federal financial assistance for requesting a change in key personnel.

A change in key personnel occurs when the Principal Investigator/Project Director (PI/PD), Authorized Official (AO) or key personnel specifically named in the Notice of Award (NoA) will withdraw from the project entirely, be absent from the project during any continuous period of three months or more, or reduce time devoted to the project by 25% or more from the level that was approved at the time of award ([45 CFR 75.407/2 CFR 200.308](#)). The OPDIV must approve any alternate arrangement proposed by the recipient, including any replacement of the PI/PD or key personnel named in the NoA ([HHS Grants Policy Statement, Changes to Awards, Seeking Prior Approval, page 21](#)). Please submit the following:

Change of PI/PD:

1. A justification for the change on letterhead, signed by the Authorized Official/Representative listed on the Notice of Award.
2. Biographical sketch/resume (including work phone number and email address) of the individual proposed, and other sources of support (if applicable).
3. Any budget changes resulting from the proposed change.

Change of AO:

1. A memo from the Tribal Leader/President/Chairman that names the new AO.
2. New AO's work phone number and email address.
3. Any budget changes resulting from the proposed change.

Award recipients must submit an amendment in GrantSolutions with the above information.

How to Submit Your Request:

Recipients can submit a change in key personnel by completing a new amendment in GrantSolutions.

1. Log on to GrantSolutions (<http://www.grantsolutions.gov>).
2. Click on "Manage Amendments" (located under "Grants List").
3. Select "IHS Change PI/PD." Click on create amendment.
4. Upload the letter naming the new PI/PD or AO, CV/resume, and other applicable

information.

5. After uploading all the forms, click on “Verify Submission.”
6. Click on “Final Submission.”
7. When “Are you sure you want to submit application?” prompt appears, click on “OK.”