VIA ELECTRONIC MAIL

Date

Mr./Ms. Grants Management Specialist

GrantsManagementSpecialist@mail.nih.gov

Dr. Program Official

ProgramOfficial@nih.gov

Re: LSUHSC-NO P/S No.: XXXXXXXXX

NIH Award No.: X-XXXXXXXXXXX-XX1 (PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Project Title: "Project Title Inserted Here"

Dear Mr. GMS and Dr. PO,

The purpose of this correspondence is to request your approval for a change in key personnel *(or change in the level of effort of key personnel by more than 25%)* on the above-referenced grant.

We require this change because *(the PI is deceased; someone retired/resigned; someone got another grant and will be over-committed, etc.).*

We propose that Dr. \_\_\_ now commit X calendar months, rather than X calendar months. Using the formula (A%-B%)/A% = % change in level of effort, where A= current level of effort and B = proposed new effort, this represents a \_\_\_% reduction *(increase).* We do not anticipate any adverse effects on the project plan, because (*Dr. \_\_\_\_’s portion of the work is mostly completed, etc.).*

*-or-*

We propose that Dr. \_\_\_\_ assume the role previously assigned to Dr. \_\_\_\_. Dr. \_\_\_\_’s biosketch and current updated other support document is attached, as is evidence that he/she has up-to-date training in conducting human subjects research. We are confident that Dr. \_\_\_\_ is capable of taking on this assignment, due to his/her expertise and experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We look forward to a favorable review of our request.

Very Truly Yours,

PI Full Name

Principal Investigator

Joseph M. Moerschbaecher, III, PhD

Vice Chancellor, Academic Affairs

Attachments: Biosketch of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated other support document for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evidence of human subjects research education for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_