[INSERT PI or ORA letterhead]

**PI/KEY PERSON CHANGE**

DATE

GMS Name

Title

Address/Email

**NIH GRANT NUMBER**

**PI NAME(s)**

Dear Mr./Ms./Dr. ----------:

We request approval to DESCRIBE THE CHANGE: (Change PI, Add new key person, etc). to the grant entitled “*GRANT TITLE*” effective ADD EFFECTIVE DATE.

EXPLAIN THE REASON FOR THE CHANGE: PI/KEY PERSON is leaving, overcommitted, going on leave for more than three months, etc. DESCRIBE NEW PERSON’S CONNECTION TO THE GRANT, IF THERE IS A ONE. IF THERE ISN’T DESCRIBE HOW THE NEW PERSON IS A GOOD FIT. NEW PI/PERSON will devote CAL MONTH effort to ensure the project will move forward in accordance with the timeline submitted with the application (or as proposed in our most recent progress report.)

If applicable, note any continued role the ORIGINAL PI/PERSON will have and whether it includes effort. Describe how the changes will impact the budget and work scope (or note that nothing will change) and why.

Thank you for your consideration of our request. Please don’t hesitate to contact us if you require additional information.

Sincerely,

PI NAME Authorized ORA Official Name

PI TITLE Authorized ORA Official Title

Johns Hopkins University Office of Research Administration

School of Medicine Phone/Email

Phone/Email

**\*\*\*\*UPDATE THE HIGHTLIGHTED FIELDS, REMOVE THE HIGHLIGHTING (AND THIS NOTE) BEFORE SENDING TO PI FOR SIGNATURE\*\*\*\***