

Example of notifying CDC of a change in Principle Investigator

Place on State stationery and remember to include award number.

Date

Ms. Naelean Austin
Attn: Teresa Belcher
Grants Management Specialist
Centers for Disease Control & Prevention (CDC)
Procurement and Grants Office (PGO)
2920 Brandywine Road, M/S E09
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU _____
Program Announcement 03022
Change in Principle Investigator

Dear Ms. Austin:

This letter is to request approval for a change in the Principle Investigator for the cooperative agreement listed above.

<<Insert brief paragraph indicating reason for the change in PI, who the new PI is replacing, and some expertise highlights indicating how the change will benefit the programs funded under the cooperative agreement.>>

As requested in the award guidelines, a copy of his/her CV is attached for the record. We look forward to your response.

If you have any questions in regarding this request, please feel free to contact me at _____.

Sincerely,

_____/s/
Principle Investigator/Director

_____/s/
Business Official

