

**Example of notifying CDC of new Arthritis Project Coordinator**

**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  
Component 5--Arthritis  
Change in Principle Investigator

Dear Ms. Austin:

This letter is to inform CDC's Arthritis Program of a change in staff for the \_\_\_\_\_ State Arthritis Program.

As of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_ will be the new Arthritis Project Coordinator. As requested in the Program Announcement, Component 5, Mr./Mrs. \_\_\_\_\_ will take the Arthritis Challenge and the Public Health Approach to Arthritis Training. We will work with \_\_\_\_\_, our current project officer, to determine a date for an introductory conference call.

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

A copy of his/her CV is attached for the record. You may contact \_\_\_\_\_ at \_\_\_\_\_.

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

Sincerely,

\_\_\_\_\_  
/s/  
Principle Investigator/Director

\_\_\_\_\_  
/s/  
Business Official

