



Sponsored Programs Administration

Office of Sponsored Programs | Contract and Grant Administration

Remove or change effort for Key Personnel Form

(Use a separate form for each award)

Email: awards@cga.msu.edu

This form is to assist in compiling the information needed to make a request to the sponsor to remove a key person from the project or to reduce their effort greater than 25%. A memo with Principal Investigator signature is a suitable alternative to completing this form.

Principal Investigator:

Effective Date of Change:

Award # (Sponsor ID):

Project Dates:

Account Number (MSU):

Project Title:

Current Effort _____% per award budget

Proposed Effort _____%

Key Person listed in Award to change:

Replacement Personnel* (if applicable):

*Please attach CV and Current & Pending to this email.

Please include a project specific justification for the change in effort or removal of Key Person.

Will this result in a change in the scope of work? Yes No

If Yes, please attach a separate document detailing the new scope of work and justification for the change.

Signatures Required:

Key Personnel _____ Date _____

Principal Investigator (or Chair if PI is changing) _____ Date _____

Contract & Grant Administration _____ Date _____

*CGA will sign upon review