

Request for Change in Authorized Organizational Representative (AOR)

This document provides guidance on submitting a change in Authorized Organizational Representative (AOR).

Information Required

- Grantee should submit a Grant Note that includes a dated cover letter signed by the current AOR or designee that contains the following information:
 - Grant Award Number and Grantee Organization Name
 - New AOR contact information (name, title, business phone number and business email address)
 - Effective date of the change

How to Submit Your Request:

Please submit all requests for AOR changes via Grant Notes in GrantSolutions. When submitting the request, the Grant Note subject line as well as the Category Type should be “AOR Change.” The Notes box should contain the following “Requesting a change of AOR to Jane Smith” and your cover letter should be uploaded as an attachment to the note **AND** send an email to the Project Officer and Grants Management Specialist making them aware of the change.

The change will be made in GrantSolutions upon receipt and review, and the new AOR will receive access to the grant award within 15 days of review. A Notice of Award will not be issued solely for this change. The change will reflect on the next action that requires a Notice of Award be issued.

Grant Notes - Add

Author

Subject ★

Note Type ★ ⓘ Internal Correspondence

Category Type ★

Notes ★ ⓘ
(Limit to 2000 characters)