

Grants and Agreements Division Submission Memo (GADSUM-7)
Request to Change Contact Information

1. Recipient Name

2. Agreement Type

3. FPAC Mission Area (Agency)

4. Original Agreement Number

Fill in the updated information below for the contact(s) to be changed.

5. Agency Program Contact

Name

Phone

Title

Email

Requires the submission of a new signed Designation of Program/Technical Contact form.

6. Additional Agency Program Contact

Name

Phone

Optional but highly recommended by GAD.

Title

Email

Requires the submission of a new signed Designation of Program/Technical Contact form.

7. FPAC BC GAD Grants Management Specialist

Name

Phone

Title

Email

8. Recipient Program Contact

Name

Phone

Title

Email

9. Recipient Administrative Contact

Name

Phone

Title

Email

10. Recipient Program Director

Name

Phone

Title

Email

11. Notes or Comments

12. Request Submitted by

Date

Typed Name

Email Address

Phone #

13. Grants and Agreements Division (GAD) Concurrence

If NO, State the reason in block 11.

Date Effective in EFG

Typed Name

Email Address

Phone #

Instructions for Completing Grants and Agreements Division Submission Memo (GADSUM-7)
Request to Change Contact Information

1. Enter the recipient name for the original agreement.
 2. Choose the agreement type from the drop-down menu.
 3. Choose the FPAC mission area requesting the amendment from the drop-down menu.
 4. Enter the original agreement number.
- 5 through 10. Enter the updated information for only the contacts that need to be changed.

NOTE:

If the Agency Program Contact is changed, a new Designation of Program/Technical Contact form must also be signed and submitted.

11. Enter any comments or notes pertaining to this request.
12. The individual requesting the change must complete and sign this section (this individual may be any agency employee). Neither the agreement signatory nor the program manager is required to approve this amendment.
13. The assigned grants management specialist must sign this section to show concurrence or provide an explanation why concurrence is not appropriate in block 11.