



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Change in Key Personnel

In a cooperative agreement, employees whose level of effort for a given award is 100%, or who are otherwise directly involved in the day-to-day operations of the project, are considered to be key personnel and the hiring, dismissal, or transfer of individuals encumbering these positions is subject to MEPI approval.

The grantee organization is required to obtain approval in writing before replacing a Project Director, Project Coordinator, or any key personnel listed in the Terms & Conditions of your award. If any key personnel are absent from the project for 3 months or more, a substitute or permanent individual must be proposed by the grantee organization and subsequently be approved by the Grants Officer.

When submitting a change in key personnel request, keep the following in mind:

The request should give a rationale and justification for the change in personnel at your organization and the impact it will have on the budget. Also describe if any proposed duties or responsibilities have changed and why.

Required Documentation:

- Request Letter: All correspondence must be on official letterhead from the awarded organization and must include the following:
 - Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address | Signature
- Curriculum Vitae or Resume of new key personnel
- The level of effort for the new key personnel
- Position Description

Contact your Grants Officer if you anticipate a change in Key Personnel, or with questions about changes in Key Personnel.