[DATE]

Ms./Mr. Grant Management Specialist

[add NIH full address]

Re: Change in PI Request - Grant #

Dear [GMS Name],

We are writing to inform you that Dr. [PI name] has accepted a faculty position at [new institution name] and will be leaving Yale on [DATE]. Yale University requests your approval for Dr. [name and title] to replace Dr. [name of current PI] as principal investigator. We have enclosed a copy of his/her CV and other support for your review.

Please let us know if you need any additional information concerning this request. The effective date of this change will be January 1, 2018

Sincerely,

PI Name and title New PI name and title

[NAME] Award Manager

Office of Sponsored Projects

Cc: Program Officer or GMS as applicable