[USE DEPARTMENTAL LETTERHEAD]

[DATE]

[NAME AND ADDRESS OF THE GRANT OFFICIAL]

Re: Grant No: [ADD SPONSOR NUMBER] - Prior approval request for a reduction of effort

Dear:

I am writing to request permission to reduce my effort on the grant referenced above. I will be changing my effort from [ADD COMMITTED EFFORT ON GRANT] to [ADD THE NEW EFFORT]. The effective date of this change is [ADD DATE LATER THAN DATE OF THE LETTER preferably 30 days for Federal Sponsors].

[ADD THE REASON WHY THE PI NEEDS TO REDUCE EFFORT] Note: If this is an NIH award include a revised other support page]

Thank you for considering this request. Let us know if you need any additional information.

Sincerely,

[PI NAME AND SIGNATURE]

Yale School of Medicine

[AWARD MANAGER’S NAME AND TITLE]

Office of Sponsored Projects

Phone:

Email:

Cc: [NAME OF PROGRAM OFFICER]