

Instructions for Completing Grants and Agreements Division Submission Memo (GADSUM7)
for request to change contact information.

Click [here](#) to jump to fillable form.

1. Enter the recipient name for the original agreement.

2. Enter the original agreement number.

4 through 9 Enter the updated information for only the contacts that need to be changed.

Note for blocks 5 and 6:

If the Agency Program Contact or Additional Agency Program Contact is changing, a new Designation of Program/Technical Contact (P/TC) Memo must also be signed and submitted to GAD.

10. Enter any notes or comments pertaining to this request.

11. The agency program/technical contact must sign only if there is a change to any recipient contacts.

**Grants and Agreements Division Submission Memo (GADSUM7)
Request to Change Contact Information**

1. Recipient Name

2. Original Agreement Number

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

3. Agency Program Contact

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

Requires the submission of a new signed Designation of Program/Technical Contact (P/TC) Memo.

4. Additional Agency Program Contact (Optional but highly recommended by GAD.)

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

Requires the submission of a new signed Designation of Program/Technical Contact (P/TC) Memo.

5. Agency Administrative Contact

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

6. Recipient Program Contact

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

7. Recipient Administrative Contact

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

8. Recipient Program Director

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

9. Recipient Signatory Official (Person with the authority to execute agreements.)

| | |
|-------|-------|
| Name | Phone |
| Title | Email |

10. Notes or Comments

11. Agency Program/Technical Contact Signature required only for a change in the recipient's contact(s).

Email