This document describes the procedures that should be undertaken when a recipient organization changes its name. If the change in name includes other organizational changes that impact the rights and obligations of the grantee, please contact the Grants Management Specialist for guidance.

## CDC Notification

The Project Director/Principal Investigator should submit an official notification of the change to the CDC Grants Management Officer/Specialist. The notification must be on official agency letterhead and include:

* Date
* Recipient name and Notice of Award number
* Entity Identification Number and DUNS number
* Point of contact – name, phone number, and email address
* Two signatures – Authorized Representative and Project Director/Principal Investigator

## Required Documentation

The following items should be included with the notification letter:

* A copy of the instrument which effected the name change, authenticated by an appropriate official of the state having jurisdiction
* Documentation from the grantee’s legal counsel indicating that the name change was properly effected in accordance with applicable law
* A list of CDC grants awarded to the organization, accompanied by a new application face page (SF 424) for each grant showing the new name of the organization and new principal officer

## Organizational Name Change Request Template

Click here to enter a date.

Centers for Disease Control and Prevention

Office of Grants Services

ATTN: Click here to enter text.

2920 Brandywine Road

Atlanta, GA 30341

Re: Click here to enter text.

 Request Organizational Name Change

Dear Grant Management Specialist:

This letter is to notify the awarding agency of our official organizational name change for the Notice of Award listed above.

Click here to enter text.

Other awards impacted by this name change include: Click here to enter text.

As required by the HHS Grants Policy Statement, a new application face page (SF 424) for each affected grant is attached for review.

If you have any questions regarding this request, please feel free to contact Click here to enter text..

Sincerely,

Project Director /Principal Investigator

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Business Official

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_