



REQUEST TO CHANGE KEY PERSONNEL ON AN AWARD

General Campus Use

Please use this form to request the change of key personnel on an award within Oracle. Each field in **bold** is a required field. If you have any questions regarding this process, please email AdminDocs@acs.caltech.edu.

Requestor's Name:

Requestor's E-mail:

Phone or Extension:

Award Number:

Award Name:

Award Manager (PI):

Award Manager E-mail:

Award Manager Approval: _____

Key Personnel's Name	Add	Remove	Award Role		Effective Date Day-Month-Year
			Award Manager	Administrative Assistant	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If you would like these people to have access to Award Data, please go to http://support.caltech.edu/forms/OGM_General/Key_Member_award.pdf and complete the request form.

After completing this form, forward to the cognizant Office of Financial Services (Institute Finance, Institute Reporting, or Project Accounting) for approval and data entry.

OFFICE OF FINANCIAL SERVICES USE ONLY	
Approved By: _____	Date: _____
Entered By: _____	Date: _____
OFFICE OF FINANCIAL SERVICES: When complete, please forward this form to ATC Information Security at Mail Code 1-10 .	