Intra-Institutional Contact Changes

If the intra-institutional contact for a JSMF grant has changed, send an email to JSMF Grants Manager Cheryl Chatman (chatman@jsmf.org) with the following information to update the grant record:

- Name of the OLD contact
- Name, title, and complete contact information for the NEW contact.
- The JSMF grant number(s) for NEW contact and affiliation to the grant(s)
- The role of the NEW contact
  - Is this the financial or accountant contact for the grant? (will receive annual reminder emails for submitting reports)
  - Is this the person responsible for receiving checks? (checks will be sent to his or her attention)
  - Is this the person who has responsibility to sign grant contracts?
  - Is this a department or institutional-level person with responsibility of pre- or post-award grant administration?