

EFFORT CHANGE - REQUEST SAMPLE

REPLACE ALL RED AREAS WITH YOUR SPECIFIC INFORMATION. MUST BE SENT ON LETTERHEAD, EITHER YOUR DEPARTMENT'S OR FINANCIAL SERVICES. MUST HAVE BOTH SIGNATURES AS SHOWN. CONTACT PREAWARD FOR QUESTIONS.

September 15, 2006

Deborah Stauffer, Grants Management Officer **ENTER YOUR GMO FOR YOUR GRANT HERE**
National Institutes of Health/National Institute on Aging
Division of Grants Management Operations
Two Democracy Plaza, MSC 5456
6707 Democracy Blvd, Room 730
Bethesda, MD 20817

RE: **Request for Effort Changes on Grant No. 5R21AG021362-02; UNM Reference # 3R251**

Program Title: **Mitochondrial DNA/Anti IgE Studies**
PI: **Dr. Jane Smith**, M.D., Principal Investigator
PI Email: jsmith@salud.unm.edu

Dear **Ms. Stauffer**,

This letter is requesting prior approval for **<several / an>** effort change**<s>** that affect key personnel greater than 25% to the above referenced grant and to explain the reason why this is necessary and how this will be accomplished.

ENTER SCIENTIFIC EXPLANATION FOR EFFORT CHANGE AND HOW THE WORK WILL STILL BE ACCOMPLISHED.

Dr. Smith requests approval to reduce effort from 35% to 10% effective 1/1/07, as she has received a new grant and has also been appointed Chair of the Conflict of Interest Committee. **Dr. Smith** will retain 10% effort to oversee the management of this project through the completion. **Dr. Outsider**, who is a subcontract co-PI on this project, would increase her effort from 10% to 25% on 1/1/07 which will allow for the completion of the anti IgE studies through year 4. The project is still conducting the laboratory analysis on the clinical samples, which will be accomplished by **Dr. Martinez**, a new assistant professor in the School of Medicine, Neurology Department, who will be added to the grant's effort at 12% (this was the "to be hired" position in the proposal) effective 3/1/07.

In addition, we will reduce **Dr. Chen's** effort on the laboratory core from 5% to 0% effective 6/30/07, as she will be leaving UNM to accept an NIH one year internship. We expect **Dr. Chen** to return to UNM on 7/1/08 where her effort will then increase to 60% in order to complete the serum and bronchial biopsy analysis by the end of year 6.

We appreciate your consideration of this request. Should you have any programmatic questions, please contact the Principal Investigator **Dr. Jane Smith** as referenced above. If you have any financial questions, please contact the financial officer, **Rena Vinyard**, UNM Health Sciences Financial Services, at 505-272-3495. Please email your approval to HSC-PreAward@salud.unm.edu, or mail to UNMHSC, Financial Service/PreAward, MSC09 5220, 1 University of New Mexico, Albuquerque NM 87131.

Sincerely yours,

Rena Vinyard
Manager, PreAward Services
UNM HSC Financial Services
MSC09 5220, 1 University of New Mexico
Albuquerque, NM 87131

Jane Smith, MD
Principal Investigator

Atch: Current and Pending Other Support for Key Personnel as appropriate

cc: To the Sponsor's Program Manager, **Dr. John Jones at NIH & address**