

## **Request for Mentor Change Instructions**

If an awardee needs to change his or her mentor because of an institutional transfer, retirement or other circumstances, the Foundation will require a formal letter of request signed by the junior investigator, current mentor, new mentor and the institution's Authorized Signing Official. This scenario would apply to Career Development, Research Fellowship and Student Research Fellowship Awards.

To request a change of mentor for the award, please provide a cover letter signed by the junior investigator, the new mentor and the institution's Authorized Official/Signing Official.

The cover letter and request must include:

- An updated mentorship plan
- PI's new mentor's Bio-sketch and Other Support (NIH format preferred)
- Brief explanation for the mentor change request
- The effective date of the change
- Statement that the funded specific aims will not change
- Grant award number and title
- References to the attachments that are included

**Note: The change is not approved until there is confirmation from the Foundation.**

Please upload paperwork after creating a deliverable "Mentor Change Request paperwork" under the "Deliverables" tab in your award profile in ProposalCentral and notify relevant staff on Post-Award team by sending email to [postaward@crohnscolitisfoundation.org](mailto:postaward@crohnscolitisfoundation.org). The request will be reviewed and if additional information is needed, the relevant staff on the Post-Award team will reach out to you.