***Programmatic changes.***

Grantees or sub-grantees must obtain the prior approval of the awarding

agency whenever any of the following actions is anticipated:

1. **Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval).**
2. Need to extend the period of availability of funds. (carryover)

(3) **Changes in key persons**in cases where specified in an application or a grant award. In research projects, a change in the project director or principal investigator shall always require approval unless waived by the awarding agency.

**This includes the grantee notifying the SEA of any changes to email or phone numbers for key contact persons or location address changes program or administration.**.

(Authority: 20 U.S.C. 3474; OMB Circular A 102)

This is posted online under Financial Guidance  <https://educateiowa.gov/documents/title-programs/2019/09/application-financial-guidance>

Key information needed for all program directors:

* One valid email address
* One cell phone number
* One office phone number
* Program Administration Address

This information should match what you provided in your grant application. Any changes require notification to the Iowa Department of Education.