


Change Contracts Officer on Proposals

Before the Proposal is Submitted to the Sponsor:

The proposal is editable by the Research Team (PI and RA). **Send the proposal back and request they change the answer on View 2.**



This activity:  **Re-Assign CO Reviewer** will not change the CO on the proposal. It will only change the answer on a Grants.gov application package about which CO is submitting the application. This is only used when a CO is temporarily covering the desk for another person.

After the Proposal has been Submitted to the Sponsor:

Contract Officer uses the activity to **permanently re-assign the Contract Officer.**



Changing Contracts Officer on Awards

Contract Officer uses the activity to **permanently re-assign the Contract Officer.**

