Instructions for Completing Grants and Agreements Division Submission Memo (GADSUM9)
Applicant Contact(s) Information

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1.   Enter the applicant organization name. If you are an individual, enter your first and last name.
2.   Enter a brief title describing the project or work that will be covered by the agreement.
3.   Enter the 12-digit Alpha-Numeric Unique Entity Identifier (UEI) assigned by SAM.gov. If you are an individual without an active SAM registration, leave this box blank.

4. - 7. Complete all boxes 4-7. Enter the name, phone, title, and email for each contact in accordance with the following descriptions:

Administrative Contact: The individual responsible for administrative functions to manage the agreement. This individual is typically the main point of contact for the agreement and will receive auto-generated emails from the grants management system regarding actionable items. This individual is typically responsible for the content of the financial reporting for the project.

Program Contact: This individual typically provides direct supervision and day-to-day oversight of the project. This individual will receive auto-generated emails from the grants management system regarding actionable items. This individual is typically responsible for the content of the performance reporting for the project.

Program Director: This individual is responsible for overall responsibility for the project but may or may not be personally involved with the day-to-day oversight of the project.

Signatory Official: The individual with legal authority to commit the organization to financial and other responsibilities.

8.   This section must list key personnel by name, title, role, and responsibilities, including specific tasks and subtasks designated to them in the project proposal. If there are no key personnel, enter "NONE" below. Key personnel have the primary responsibility for the leadership of the project and actively participate in the development, delivery, and management of the project. Key personnel may include the Program Contact, Program Director, Principal Investigator, and/or staff whose contributions are essential to the success of the project. **Changes in key personnel require prior approval. Direct questions about key personnel to your agency contact.**