



LDD Guidance:

Assisting Grantees in Changing their LDD Contact in the GMS

When there's a staff change at your organization and the person previously working on NBRC grant administration is no longer there, you will need to update all grants to reflect the new LDD contact.

Updating this information will keep grant records accurate and your LDD in the loop when NBRC is communicating with the grantee about their project through the [GMS](#).

To begin, make sure the new LDD staff person has an **SME (Subject Matter Expert)** account in the GMS. Please reach out to slang@nbrc.gov to get this account created.

Once the account is created, the grantee must request a **Key Personnel Change Amendment**.

You can find step-by-step directions for your grantee(s) on how to request this type of amendment in the [GMS Grantee Toolkit](#) on our [Grand Administration](#) page. Instructions on this type of amendment can be found in the **Project Amendment** section under the subsection **Key Personnel Change (AO)**.