(Enter Program Office Symbol) (Enter Date)

MEMORANDUM FOR Grants Officer, Assistance Agreement Group,

U.S. Army Medical Research Acquisition Activity, Fort Detrick,

Maryland 21702-5014

SUBJECT: Request for Appointment of Grants Officer’s Representative

Log or Award Number: ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient:

Principal Investigator:

Project Title:

1. Request that Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be appointed Grants Officer’s Representative (GOR) on the subject award.
2. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is…. (*provide nominee’s background, demonstrating qualifications – education, experience, time/responsibilities in program office, etc.).*
3. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ completed Defense Acquisition University Continuous Learning Course 106 on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will complete the required refresher training prior to the current certificate expiration date of \_\_\_\_\_\_\_\_\_\_\_\_\_. (S)He has also completed the annual Ethics training. (Certificates of Training attached.)
4. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has submitted the annual Office of Government Ethics Form 450, “Confidential Financial Disclosure Report,” which I have verified is on file in the Army Financial Disclosure Management System.

Supervisor’s Name and Signature

Supervisor’s Title