

**ITC GRANT
AUTHORIZED INDIVIDUAL CHANGE NOTICE**

The Department of Commerce (Department) will provide a single username and login for each Grantee organization to access the Department's online portal for the purposes of submitting grant applications, quarterly/annual/final reporting, request for funds, or other future online functions. It is the responsibility of the assigned portal user to protect the username and password of the Grantee organization. The Grantee may, at their sole discretion and risk, share the username and password within the Grantee organization, with authorized individuals within the Grantee organization. The Department bears no responsibility for shared usernames and passwords and bears no responsibility for ensuring that the Grantee's internal controls are followed.

As of _____ the following individuals are authorized to receive formal communications regarding the Agreement including, but not limited to: the grant application, reporting, request for funds (RFF), or any other communication deemed necessary by the Depart for the Organization/Entity Named:

Authorized Signer/Chief Official

Signature: _____

Name: _____

Title: _____

Email: _____

Phone: _____

Grant Manager

Name: _____

Title: _____

Email: _____

Phone _____

Grant Manager - Alternate

Name: _____

Title: _____

Email: _____

Phone: _____