How to Change the BO (Business Official) on a Grant Record

To request a change of BO on SAMHSA grant records, please send a letter to the helpdesk. This must be submitted by an individual within the organization with an eRA Commons **Signing Official (SO) role.** The request should be sent via email to helpdesk@od.nih.gov. The request should identify the new BO and include the Commons ID.

Here is a template for the request (replace/insert appropriate information where highlighted.)

> Dear eRA Service Desk,
>
> I am writing to request that (name of new BO) be listed as the new **Business Official (BO)** with (name of organization) due to the previous Business Official (name of previous BO)'s departure from our organization. Please ensure that this change populates to the eRA grant record for our award/application(s) under grant number(s) (ex. XX01234) so that e-notifications are sent to the new BO's email address and that their name appears as the BO in future documentation regarding the grant records/applications(s).
>
> *(List out the following information for the new BO):*
> - First and Last Name
> - Title
> - Institution Name (IPF # if possible)
> - Desired Username or existing username if a current account holder in Commons
> - Address
> - Phone #
> - Email Address of New BO
>
> Thank you,
> SIGNATURE of Signing Official (v/r)

How to Change the BO email Address

Neither the GPO not the GMS can make a change to the existing grant records. To ensure that email is no longer sent to a former email address for a BO on a grant record, please follow the guidance below.

To request a change in BO email address, please send a letter to the helpdesk. This must be submitted by an individual within the organization with an eRA Commons **Signing Official (SO) role.** The request should be sent via email to helpdesk@od.nih.gov. The request should identify the new BO email address and include the Commons ID of the BO.

Here is a template for the request (replace/insert appropriate information where highlighted.)

> Dear eRA Service Desk,
>
> I am writing to request that (new email address for BO) be listed on the **Business Official (BO)** record with (name of organization.) Please ensure that this change populates to the eRA grant record for our award/application(s) under grant number(s) (ex. XX01234) so that e-notifications are

sent to the BO's new email address and that it appears correctly in future documentation regarding the grant record/applications(s).

(List out the following information for the new BO email address):
- BO Name (First and Last)
- Institution Name (IPF # if possible)
- Username of BO account holder in Commons

- Old email address of BO
- New Email Address of BO

Thank you,
SIGNATURE of Signing Official (v/r)

How to Submit a Request to Create a New SO/BO Account

In situations where the **Signing or Business Official** (SO/BO) is no longer with the organization and Signing/Business Official access is needed, eRA Commons requires that the request be submitted in writing. *The grantee does not need to send a change of SO/BO request letter if a current SO/BO has access in order to create a new account.*

The request should be submitted on company letter head and the requester should hold the title of President, CEO, or Executive Director. Please send it to helpdesk@od.nih.gov.

Below is a template form letter that may be used as an example to draft the letter.

Dear eRA Service Desk,

I am writing to request that I (name of new SO/BO) be listed as the new Signing/Business Official (SO/BO) with (name of organization) *[if no SO/BO is still with the organization]* due to the previous SO/BOs (name of previous SO/BO)'s departure from our organization. I have the title of (President, CEO, Executive Director) with (name of organization). I have signatory authority with the organization to legally bind the (name of organization) as it pertains to grant funding. Please ensure that this change populates to the eRA grant record for our award/application(s) under grant number(s) (ex. XX01234) so that e-notifications are sent to the new SO/BO's email address and that the name appears as the SO/BO in future documentation regarding the grant/applications(s).

List out the following information:
- Name of New SO/BO
- Title
- Institution Name (IPF # if possible)
- Desired Username
- Address

- Phone #
- Email Address of New SO/BO
- SIGNATURE of new Signing/Business Official