NTIA Grants Application Portal

Authorized Organization Representative (AOR) Change Request Submission Guidance

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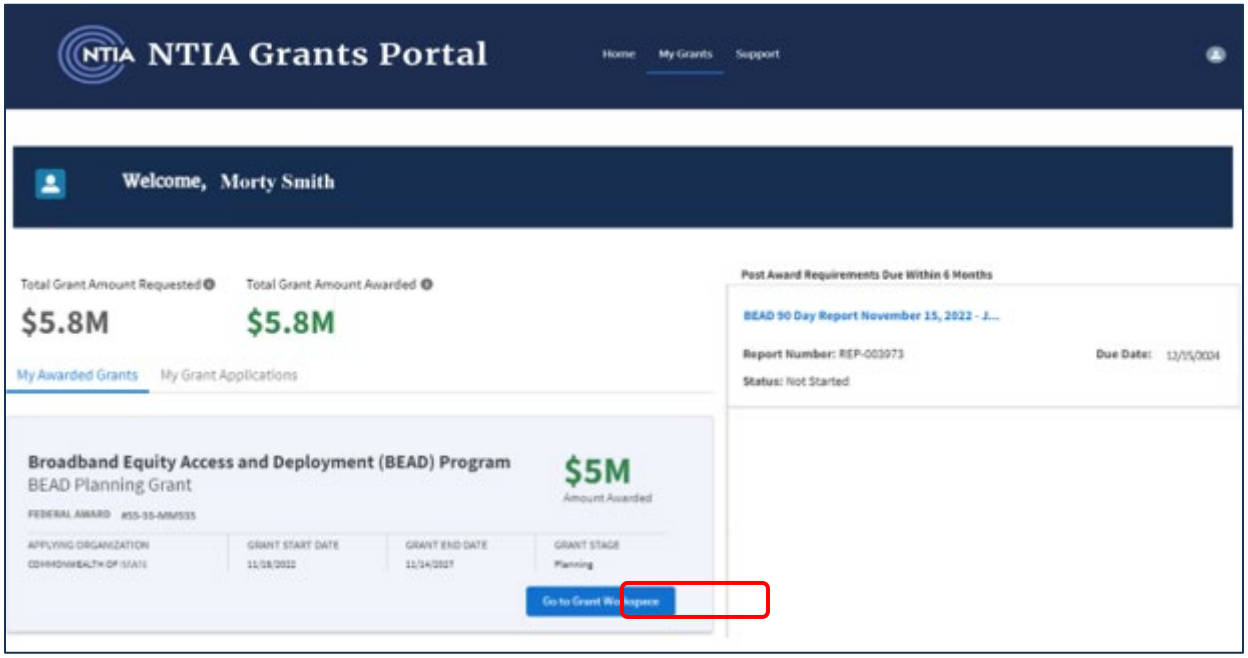
Manage Authorized Organization Representative (AOR) Change Request(s)

Using the steps in this guide, please submit the required information to initiate your Authorized Organizational Representative (AOR) Change Request. You will receive a system-generated confirmation upon submission. Your request will be automatically forwarded to NIST staff for review, and you will be notified via email upon approval or denial. The entire process may take up to 14 days.

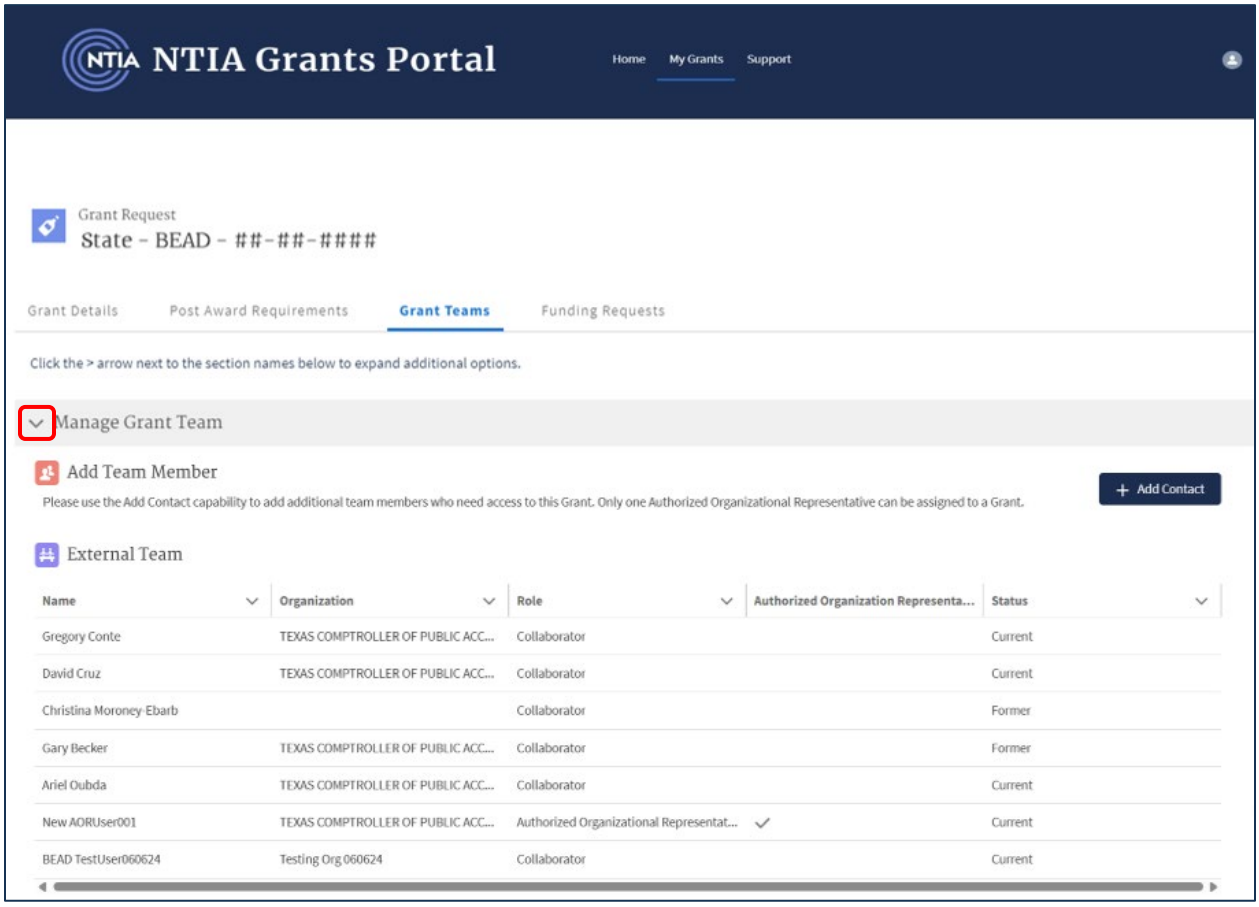
1. Submit an Authorized Organizational Representative (AOR) Change Request

From the NTIA Grants Portal Home page, My Awarded Grants tab, click on the **Go to Grant Workspace** button.



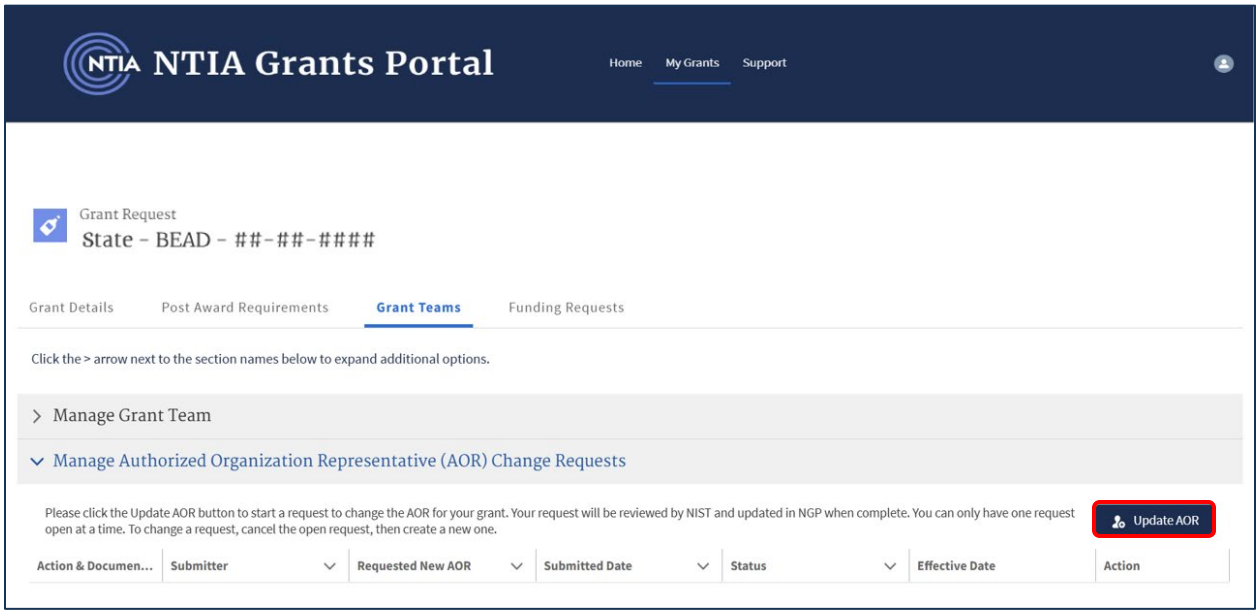
1.1 Verify AOR is Listed as a Grant Team Member

To submit an AOR change request, first ensure that the new AOR is listed as a Grant Team member. Click on **> Manage Grant Team** to expand and review the section. If the AOR is not listed as a Grant Team member, they will need to be added to the team before they can be designated as the AOR. See Manage Team Members: Add New AOR as Grant Team Member (If Needed).



1.2 Update AOR

Upon ensuring that the new AOR is listed as a Grant Team member, click on **> Manage Authorized Organization Representative (AOR) Change Requests** to expand the section, then click on the **Update AOR** button.



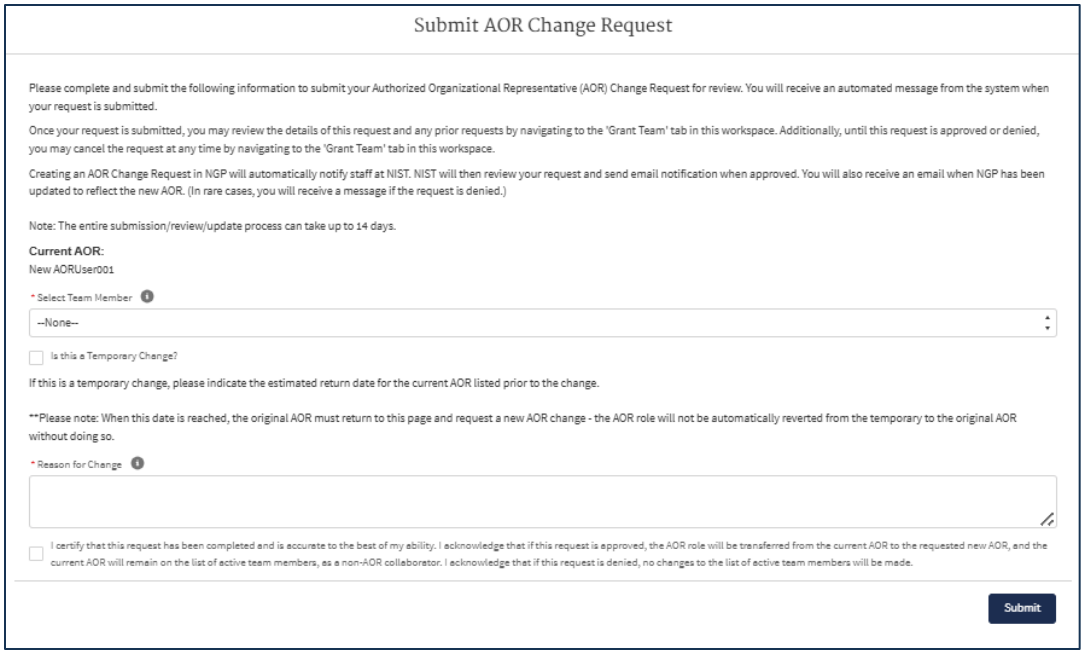
Click the **Select Team Member** field and select a name from the drop down. Enter a reason for change in the **Reason for Change** text field. If the change is temporary, click the **checkbox** next to **Is this a Temporary Change?**, then select an estimated return date for the current AOR listed prior to the change using the date field that appears.

Note: For a temporary AOR change, when the estimated return date is reached for the original AOR**, a Grant Team member must return to the Manage AOR section and request a new AOR change – the AOR role will not be automatically reverted from the temporary to the original AOR without doing so**.

Click the **checkbox** to agree to the following statement:

> *I certify that this request has been completed and is accurate to the best of my ability. I acknowledge that if this request is approved, the AOR role will be transferred from the current AOR to the requested new AOR, and the current AOR will remain on the list of active team members, as a non-AOR collaborator. I acknowledge that if this request is denied, no changes to the list of active team members will be made.*

Click **Submit**.



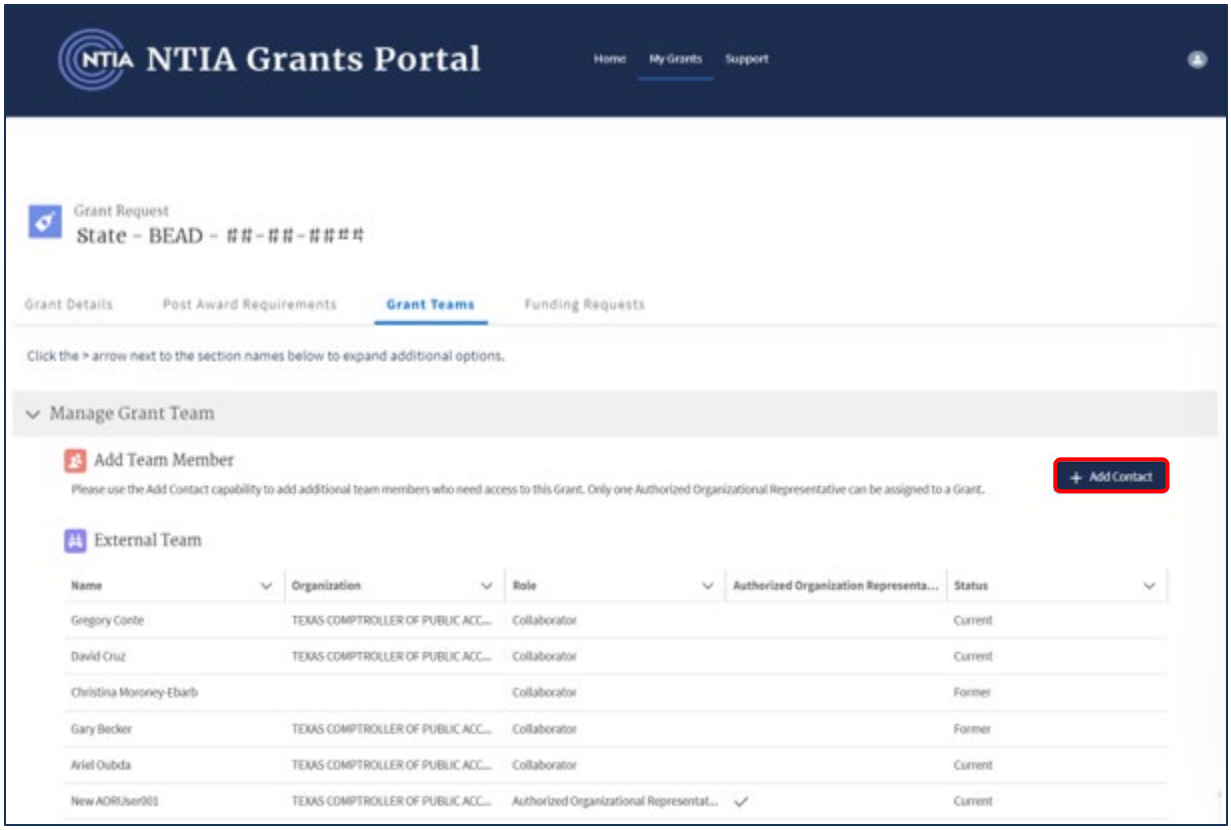
Upon clicking the submit button, the following confirmation will appear:

> *Your AOR Change Request has been submitted, and staff at NIST and NTIA have been notified. NIST will process your change request and notify you when it's approved. Note, the review and approval process can take up to 14 days. After approval and notification from NIST, you will receive another notification when NGP has been updated to reflect the new AOR.*

Click **Close** or the **X** to close the confirmation window.

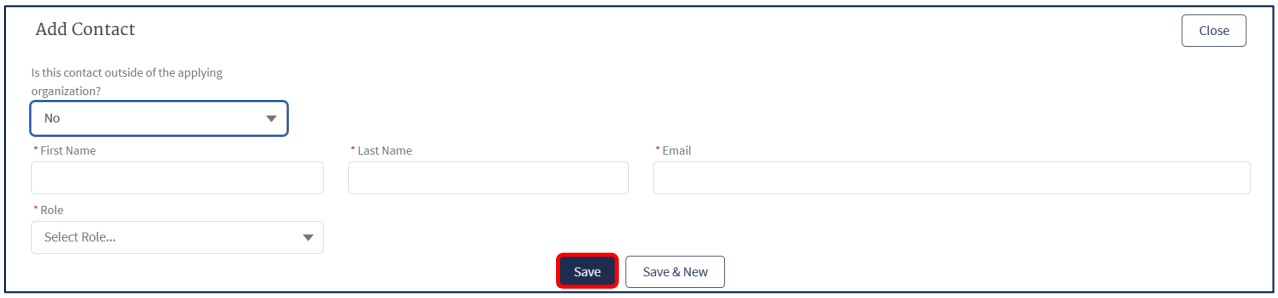
2. Manage Team Members: Add New AOR as Grant Team Member (If Needed)

To add a Grant Team member who will become the AOR, click on **> Manage Grant Team** to expand and click on the **+ Add Contact** button.



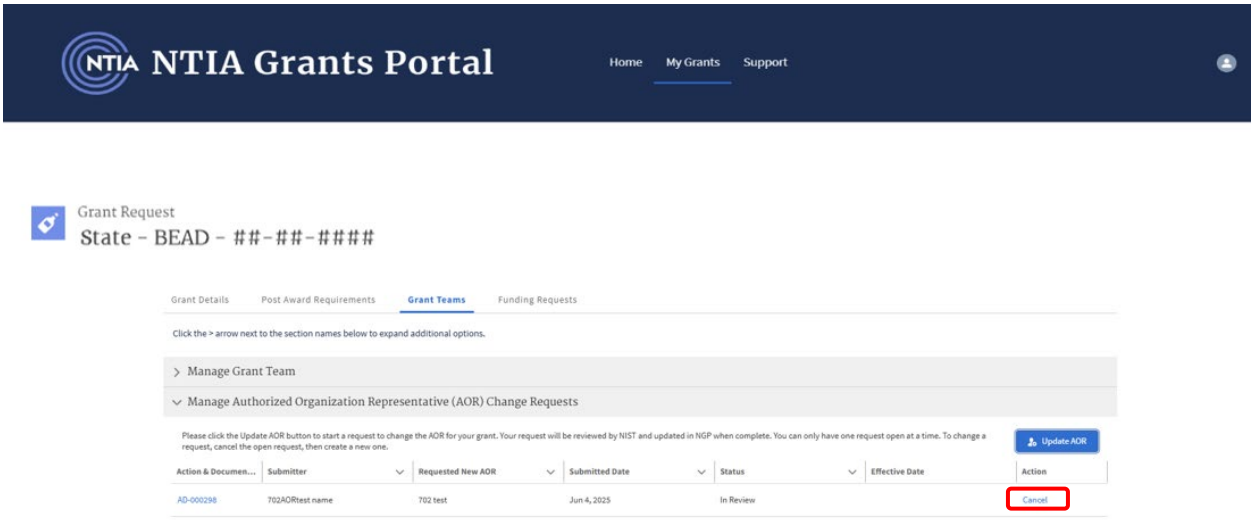
Click on the drop down to indicate whether the contact is outside of the applying organization.

Enter the required information, then click **Save**. The added contact will be notified by the email listed of this addition. Return to the previous step, ***Update AOR***, to continue with submitting an AOR change request.

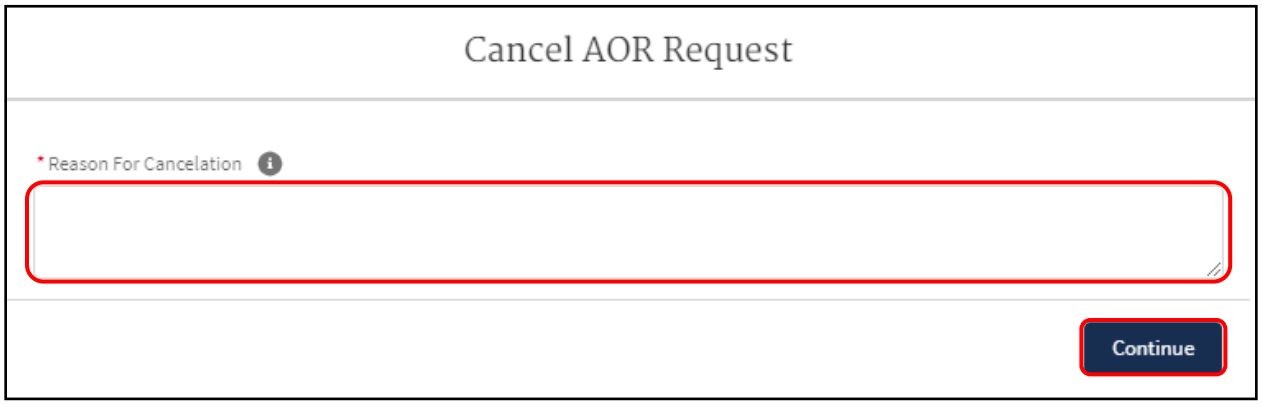


3. Cancel AOR Change Request (If Needed)

To cancel an AOR change request, from the **Grant Teams** tab, click on **> Manage Authorized Organization Representative (AOR) Change Requests**, then click the blue **Cancel** hyperlink under the **Action** column.



Enter a reason in the **Reason For Cancelation** text field, then click **Continue**.



You will see the following confirmation message:

> *Are you sure you want to cancel this AOR change request? Cancelling a change request cannot be undone, but you can create a new change request.*
>
> *Once you confirm cancellation, NIST and NTIA staff will automatically be notified via email that this request has been cancelled.*

Click **Confirm Cancellation**.