

Changing the Primary Grant Contact

You can change the primary contact for your LASSIE grant. Go to the **Update Your Grant Profile** page and scroll down to the **Contacts Section**.

Step 1: Update Your Grant Profile

Please take a moment to review and update your grant profile, and answer a few questions about your organization. You must complete this section before starting the survey. You can come back and edit this section at any time during the survey. Click the Save button at the bottom of the page after you have completed all questions.

Once your profile is completed, you may continue on to step 2: [Enter Sub Grant Information](#)

Organization

Organization/School Name:

Organization/School Nickname (optional):

Grant Amount: \$365,000

Organization Location

School District (if applicable):

Website (if any):

Street Address:

City:

State:

Zip: [Unsure of your Zip + four?](#)

Contacts

[Add Additional Contacts](#)

The primary contact for this grant is:

Name	Title	Phone	Email	Send Login	Del
GranteeDemo, LSADemo	Director	781-555-1212	melchior@brandeis.edu	<input type="button" value="Send"/>	<input type="button" value="X"/>
LSADemo, Cathy	DFC Supervisor	781-555-1212	burack@brandeis.edu	<input type="button" value="Send"/>	<input type="button" value="X"/>

1. Describe your organization (Check one)

K-12 District	Higher Education	Community-Based Organization
<input type="radio"/> School District	<input type="radio"/> 2 Year Public College	<input type="radio"/> National Not-for-Profit Organization
<input type="radio"/> Regional Education Agency	<input type="radio"/> 2 Year Private College	<input type="radio"/> State or Regional Not-for-Profit
<input checked="" type="radio"/> State Education Agency	<input type="radio"/> 4 Year Public College or University	<input type="radio"/> Local Not-for-Profit
K-12 School	<input type="radio"/> 4 Year Private College or University	<input type="radio"/> State Service Commission
<input type="radio"/> Public School	<input type="radio"/> Graduate/Professional Program	

In the Contacts section there is a drop-down menu that contains the names of all the current contact for your LASSIE grant.

To change the current *primary contact*, first complete the entire profile page and press Save Profile. Then, simply click on the dropdown list arrow and choose the name you want as the primary contact. Press Save Profile again.

If the name you want to select as the primary contact is not listed, you will need to add their name by clicking on the Add Additional Contacts button, and then select them as the primary contact. Press Save Profile.