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Grants Office

Phone: 318 869-5747

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## Grant Change Request Form

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Complete this form if you anticipate the need to make any changes to your grant, including but not limited to changes to the budget or project aims and requesting a no-cost extension. Do not institute any changes unless they have been submitted and approved.

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### Principal Investigator Information

Name

Date

Department

Phone

email

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### Project Information

Funding Agency:

Project Title:

Project Start Date:

Project End Date:

Agency Award Number:

Centenary Account Number:

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### Type of Change Requested

- No cost extension
- Budget revision
- 90-day pre-award costs
- Change in activities that affect scope
- Change in key project personnel
- Other change:

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**Complete only the questions in the following sections that are relevant to the type of change requested.**

#### No Cost Extension

Approximate budget balance remaining:

- 1<sup>st</sup> extension of 12 months or less
- 1<sup>st</sup> extension exceeding 12 months
- 2<sup>nd</sup> extension

**Budget Revision**

- Reallocation of budgeted funds between direct cost categories
- Reallocation of budgeted funds between direct and indirect costs
- Equipment purchases not included in sponsor-approved budget
- Travel expenses for trip not included in sponsor-approved budget
- Addition of stipends not included in sponsor-approved budget
- Transfer to a third party/subcontract a portion of work under this award
- Addition of costs that are specifically disallowed by the terms and conditions of the award
- Transfer of funds from stipends or training allowances to other budget categories

**For all change requests**

**Justification:**

**Please attach any additional written justification for grant change request.**

I certify that this request is consistent with the scope and objectives of the project.

Preparer/Principal Investigator Signature

Date

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**Approvals**

Upon review of the above requested changes, I give the following recommendation:

- Approved
- Not Approved

Approver/Grant Administrator

Date

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If approved, does the funding agency have to approve request or be notified of change?

- Yes, notify only
- Yes, notify and approve
- No

If "Yes," date sent:

Date sponsor approval received (if applicable):