



Index: _____

Sponsor ID: _____

PI name: _____

Request for Revision – Grants and Sponsored Projects

Note: This form is for changes that require prior approval per the terms of the award (see 2 CFR 200.308 for Federal awards).
It is not required for budget changes on fixed-price awards, to clean up lines, or to make other informal changes.

Budget Changes

- ☐ Revision exceeds amount allowed or 10% of total budget. Percent change: _____ %
- ☐ Inclusion of costs that require prior approval in accordance with Subpart E—Cost Principles (see § 200.407).
- ☐ Transfer of funds budgeted for Participant Support Costs (PSC) to other categories of expense.
Original amount of PSC: \$ _____ Revised amount: \$ _____
- ☐ Subawarding, transferring or contracting out of work not previously identified.
- ☐ Change in the amount of approved cost-sharing or matching.

Program Changes

- ☐ No-cost extension. Requested end date: _____ Funds remaining: \$ _____
- ☐ Change in the scope or objectives of the project.
- ☐ Change in a key person specified in the application.
- ☐ PI/co-PI disengagement for 3+ mos. or 25% reduction in time. Period of disengagement: _____
- ☐ PI transfer to another organization. Requested date of transfer: _____
Name/address of new organization: _____
Total TTU obligations including disbursements, unpaid obligations, and anticipated costs: \$ _____
Amount to be transferred (must be less than or equal to amount above): \$ _____

Justification

To avoid delays in processing, please see attached chart for the specific information to include in your justification.

Attachments

- ☐ For budget changes, attach the **Request for Revision in Budget Form** (on the Business Office shared drive).
- ☐ If sponsor was already contacted about this request, please attach that documentation.

Signatures

PI signature and date: _____

Office of Research

- ☐ **Approved** Expanded Authority: _____ By Sponsor: _____
- ☐ **Not approved** Reason: _____

OR signature and date: _____

Information to Include in Justification

Reason for Request	Information Required to Process
Budget Changes	
Budget revision exceeds amount allowed or 10% of the total budget.	Explain why funds are no longer needed in the original budget line(s), and why they are needed in the new budget line(s).
Inclusion of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles.	Explain how the costs meet the requirements set forth in 2 CFR 200 Subpart E—Cost Principles. Costs must be necessary and reasonable for the performance of the Federal award, follow established TTU policies and procedures, be consistently treated, and adequately documented.
Transfer of funds budgeted for participant support costs to other categories of expense.	Provide justification for reallocation of funds for participant support costs.
Subawarding, transferring or contracting out of work not previously identified.	Provide a clear description of the work to be performed by each subrecipient; and a separate budget and budget justification for each subaward
Change in the amount of approved cost-sharing or matching.	Describe why the cost sharing amount cannot be provided. Indicate steps planned to secure replacement cost sharing, or to either continue or phase out the project.
Program Changes	
No-cost extension	Provide justification for no-cost extension and describe plans for use of unobligated funds.
Change in the scope or objectives of the project	Describe the proposed changes in scope or objective and provide justification for the changes.
Change in a key person specified in the application	Provide the rationale for the change and describe the impact this has on the project.
PI/co-PI disengagement for 3+ months, or 25% reduction in time devoted to the project.	Provide justification for long-term disengagement, and describe the arrangements for conduct of the project during the Period of Disengagement.
PI transfer to another organization	PI will need to prepare a brief summary of progress to date; description of work yet to be accomplished; and detailed line item budget for the transfer amount.