Rensselaer Award Change Request Form

Grant J/L: 
Org: 

Sponsor Name (include Prime): 

Principal Investigator/Project Director: 

Remaining Grant Balance: 
Financial Mgr: 

No-cost Extension form click here 
Fly America Act Waiver form click here 
Request to issue New Subcontract click here 
Request to Change a Subcontract click here 

Please check appropriate box:  
☐ Change, Unanticipated Absence or Transfer of Key Personnel  
☐ Re-Budget  
☐ Change in Effort  
☐ Change in Scope  
☐ Request New Sub Fund 

Please describe desired change to the award, complete additional boxes if needed: 

Qualifications of replacement personnel, name of new institution, reason for absence 

Reason for requesting a Re-Budget, please include the revised budget: 

Original effort, new effort, % change, effective date, justification: 

Provide the following for each sub fund requested, include a complete budget breakdown: 

P.I. in charge of Sub Fund 
Dollar amount 
Department/Center 
ORG Code 

Any additional comments: 

Required Signatures:  
PI (signature certifies information is accurate) 
Date 

Approvals: 
RA&F Grant Administrator 
Date 

Return completed form electronically to your RA&F grant administrator as indicated here: 

http://finance.rpi.edu/update.do?catcenterkey=57 
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