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
Request to issue New Subcontract click here
Fly America Act Waiver form 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
September 2011