

ENCUMBRANCE RELIEF REQUEST

Please review and approve the following request to relieve the encumbrance(s) as indicated below.

FUND INFORMATION

Primary PI: _____ Co-PI(s): _____

Project Title: _____ Sponsor: _____

Project Fund Number: _____ Funding period for this change: _____

Reason for request: _____

Encumbrance(s) to be relieved: Graduate Stipend Graduate Summer Stipend Tuition

COST SHARING

Is there an impact on cost sharing? YES NO (If YES, please indicate impact and funding source below.)

Impact of Revision on Cost Share: _____

Funding source for change to Cost Share: _____

FOAPA (Fund/Org/Acct/Prog/Actv)

Is sponsor approval required for the revision? YES NO (If YES, contact Contracts & Grants and provide a revised budget.)

BUDGET REVISION

NOTE: Budget revision will be entered ONLY when sponsor approval is needed.

Budget to be revised as follows: (insert expense categories as needed)

Project Period:			
Expense Categories	Original Budget	Revised Budget	Difference
Grad Student Stipend	\$	\$	\$
Grad Summer Stipend	\$	\$	\$
Tuition	\$	\$	\$
Tuition Cost Share	\$	\$	\$
Total	\$	\$	\$

Appropriate signatures are required in EVERY case.

Required

Signatures:

Principal Investigator Date

Financial Manager Date

(Dept. Chair, Dean, or VP as appropriate) Date

Director, Research Financial Admin. Date

Please e-mail to Tasha Neaton, Operations Specialist, Research Financial Administration, West Hall at neatot@rpi.edu for adjustments to be entered into the finance system.