

## 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 is required for the revision?  YES  NO (If YES, contact Research Administration & Finance 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	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**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 Admin. & Finance Date

Please email to Research Finance, [POSTAWARD\\_RAF@rpi.edu](mailto:POSTAWARD_RAF@rpi.edu) for adjustments to be entered into the finance system.