Award Change Request Form

The OMB Circular A - 110 provides federal guidelines for the administration of grants and agreements at non-profit organizations. One portion, SubPart C, outlines the requirements for revision of budget and program plans. Below is a listing of the most common revisions to existing awards.

- Budget Revisions of more than 10% of a budget category
- Change in Objective or Scope
- Change in Key Personnel, including unanticipated absences of more than three months, transfer to another institution, or a reduction in effort of more than 25%
- Issuance or modifications to sub funds
- Change in the duration of project, no-cost extensions

The Award Change Request Form has been updated. It now provides links to all of the forms used by Rensselaer to request changes to an award including Fly America Act Waivers. Any request to change an award should be sent to RAF on the appropriate form well in advance of the desired change.

- Budget Revision – must include a revised budget and justification for the change
- Change in Scope – provide detailed information regarding the areas of the project being affected
- Change in Personnel – provide information appropriate to the requested change.
  - justification for extended absences
  - detailed statement regarding the qualifications of replacement personnel
  - name and contact information of institution personnel is transferring to
  - original effort, % effort change, effective date of effort change and strong justification
- Subcontracts are created with the Request to Issue form, and modifications including NCE’s, continuations, increments, and supplements use the Request to Change form.
- No cost extension’s (NCE’s), both fixed price and cost reimbursable, are requested using the NCE form.
- The additional information field on the Award Change Form can be used to request a change not already outlined. This can vary depending on the specific terms and conditions of the award. Common requests include carry forward, pre award costs, and purchase of equipment costing $5,000 or more.

If you have any questions regarding your need to initiate a change on an award please contact RA&F.