

## 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 varies 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.