

RESEARCH ADMINISTRATION PROJECT CHANGE REQUEST

CHECK ALL THAT APPLY: DURATION CHANGE COST CHANGE SCOPE CHANGE STAFF CHANGE

PROJECT TITLE

PROJECT MANAGER	PRINCIPAL INVESTIGATOR	E-MAIL
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RESEARCH AGENCY	RESEARCH MANAGER
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CONTRACT / AUTHORIZATION NO.	PROJECT NO.
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OR NO.	APPROVED TOTAL COST
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PROJECT START DATE	APPROVED COMPLETION DATE
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CHANGE IN COMPLETION DATE

ORIGINAL COMPLETION DATE	NEW COMPLETION DATE REQUESTED
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REASON / JUSTIFICATION FOR CHANGE

CHANGE IN COST

COST INCREASE / DECREASE	NEW COST
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REASON / JUSTIFICATION FOR CHANGE

CHANGE IN SCOPE OF WORK

DESCRIPTION OF SCOPE CHANGE

REASON / JUSTIFICATION FOR CHANGE

CHANGE IN STAFF

ORIGINAL STAFF PERSON	POSITION TITLE	EFFECTIVE DATE OF CHANGE
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NEW STAFF PERSON

REASON / JUSTIFICATION FOR CHANGE

ENGINEER OF RESEARCH	DATE
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RESEARCH STAFF USE:

FUNDING SOURCE	JOB NO.	FUND	UNIT	APPROP	DEPT OBJ	LOCATION	ACTIVITY
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