Request for Modification to a Sponsored Project Instructions

If there will be changes to an awarded project, a Request for Modification form must be completed and forwarded to the Sponsored Programs Office (SPO). The office will review the request and determine what action is needed, which may include a contract modification with the sponsor. Questions about when the submission of a Request for Modification is necessary can be directed to the SPO manager assigned to your project.

MICHIGAN TECH PROPOSAL NUMBER, PI NAME, SPONSOR NAME, AND INDEX(S)
This information is available on the monthly financial statements provided by your departmental coordinator.

TYPE OF MODIFICATION
Check **only one** type of modification on each form and provide a short technical description of why the modification is necessary. If there is more than one type of modification for your project, submit a separate request form for each. The types of modifications are:

- **No-Cost Time Extension**
  Check this box to request a time extension beyond the project end date and enter the new end date. To avoid multiple requests, make sure you request enough time to complete the project. Indicate if this extension applies to any sub(s) associated with the project. Be aware that if you are expecting a funding supplement or a continuation to your project you may need to request an Advance of Funds, rather than a no-cost time extension. Sponsor approval may be necessary for this type of modification. Specify what work will be accomplished during the extension period.
- **Budget Modification**
  Check this box if significant project expenditures do not or will not fall within the lines of the approved budget. Common causes for this type of modification are: changes to the amount of salary a PI or co-PI may draw, changes in cost share amounts and/or contributors, unbudgeted purchases of equipment and unbudgeted international travel. Sponsor approval may be necessary for this type of modification. Provide a budget worksheet that indicates the requested changes or consult with the assigned manager from SPO for assistance with the budget adjustment.
- **Grant Transfer**
  Check this box if the PI is moving to another organization and wants to take his/her project with them. Indicate the effective date of the transfer and specify the anticipated amount available for transfer (after all expenditures, including payroll and encumbrances, are taken into consideration). Indicate the effective date of transfer. This type of modification requires the approval of the Dean of the College or School.
- **PI/Co-PI/Personnel Change**
  Check this box if key personnel are being added to or removed from the project. If the PI is leaving the University and would like the project to remain at the University under the direction of a new PI, the new PI must sign the Request for Modification form and attach a current biographical sketch. The proposed new PI must also answer the conflict of interest question incorporated on the form.
- **Scope of Work**
  Check this box when significant changes to the approved work plan are anticipated. Sponsor approval may be necessary for this type of modification.
- **Other**
  Check this box if the proposed modification does not fit into any of the other categories and provide an explanation for the requested change.
- **Carry Forward Unexpended Balance**
  Check this box to request, if on a multi-year project, a transfer of unexpended funds from the end of one budget period to the next budget period. This may not be available for all projects.

APPROVALS

By signing the Request for Modification form, it affirms that <u>all required technical reports are up to date and complete</u>. After all approvals are secured, forward the form to SPO at sponsored-programs-l@mtu.edu.

- **Principal Investigator(s)** - All requests must be signed by the PI.

- **Supervisor (Department Chair/Director/etc.)** – All requests must be signed by the PI's supervisor.

- **College/School Dean** – Approves all requests where the Dean is supervisor of the PI, and all grant transfer requests.

Michigan Tech
Request for Modification to a Sponsored Project

PI Name _____   Michigan Tech Proposal # _____

Sponsor Name _____   Index #(s) _____

TYPE OF MODIFICATION [check one only - use separate form for each modification]

___ **No-Cost Time Extension**
New end date _____
___ Extension applies to sub(s)

___ **Budget Modification**
(Includes cost share and/or
cost share contributors)

___ **Grant Transfer**
$_____
Effective Date _____

___ **PI/Co-PI/Personnel Change***
*Does a conflict of interest exist between the new
personnel and the sponsor? ____ No ____ Yes
If yes, conflict must be disclosed to Michigan Tech's
Conflict of Interest Coordinator*

___ **Scope of Work**
Describe change below or
attach separate document

___ **Other**

___ **Carry Forward Unexpended Balance**

Provide a short technical description of why modification is requested. The proper course of action will be determined by the terms and conditions of the award with the Sponsor.

_____
_____
_____
_____
_____
_____

APPROVAL(s) *By signing this form, I affirm that all required technical reports are up-to-date and complete.*

Principal Investigator(s)

Name_____   Signature_____   Date_____
    Please print

Name_____   Signature_____   Date_____
    Please print

Supervisor (Department Chair/Director/etc.)

Name_____   Signature_____   Date_____
    Please print

College/School Dean (if applicable, see instructions)

Name_____   Signature_____   Date_____
    Please print

DO NOT WRITE BELOW THIS LINE

ACTION   ___ Approved   ___ Disapproved   ___ Request sent to sponsor

_____
_____

By _____   Date _____

Updated 8/04/25