

Date _____

HAMPTON UNIVERSITY
REQUEST TO REVISE A GRANT/CONTRACT

Funding Agency _____

Project Title _____

Principal Investigator _____ Department _____

Agency Award No. _____ HU Account No. _____

Complete all that apply

Change in PI/Director	Current _____	New _____
Change in Other Senior Personnel	Deletions _____ _____	Additions _____ _____
Change in Budget (Attach Copies of Original, Revised Budgets, and The Banner Account Balance)	New Funds Requested? Yes _____ No _____	Changes in Indirect Cost or Release Time? Yes _____ No _____
Changes in Performance Period (Attach Statement of Work for New Period)	Current date: From _____ To _____	Requested date: From _____ To _____

Please note, PIs/PDs should not request a no-cost extension solely to utilize remaining funds. A clear rationale must be provided, outlining the specific work or project that will be completed during the requested extension period.

Rationale for Change _____

Approval Recommended:

_____ Principal Investigator/Project Director
_____ Department Chair/Supervisor
_____ School Dean/Budget Executive
_____ VP for Information Technology*
_____ Executive VP and Provost
_____ Director, Sponsored Programs
_____ Deputy Chief Financial Officer for Business Operations

*Signature required only if new funds or re-allocation of funds will be used to purchase technology.

TO BE COMPLETED BY SPONSORED PROGRAMS

AGENCY ACTION _____ DATE _____