|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grant/Project Title:** |  | | | | | | | | | | | |
| **Grant Award #:**  (Funding Agency) |  | | | | **Fund #:**  (Banner) | | |  | | | | |
| **Grant Period:** | Start Date: | |  | | | End Date: | | | |  | | |
| **Total Amount of Grant Award:** |  | | | | | | | | | | | |
| **Project Director:** |  | | | | | | | | | | | |
| **Reason/Justification for Request:** (check all that apply) | | | | | | | | | | | | |
| Budget Modification | Programmatic Modification | | | No Cost Extension | | | Other: (Specify) | | | |  | |
| **Detailed Description of Programmatic Modification and/or Justification for Budget Modification:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Budget Modification Details:** | | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Budget Category** | **Current Budget** | **Account Code** | **Requested Adjustment** | **Adjusted Budget** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **TOTALS** |  |  | **$0** |  | | | | | | | | | | | | | |
| **Requested modification requires approval of grantor:** | | | | | | | | | Yes | | | No |
| If yes, please describe or attach a copy of the funding agency’s modification procedure: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Additional Conditions/Requirements** | | | | | | | | | | | | |
| \*All requests for modifications must be approved internally before the project manager sends the request to the funding agency for approval. | | | | | | | | | | | | |
| \*Costs that overrun the budget will become the responsibility of the project director’s department/division. | | | | | | | | | | | | |
| **Approvals:** | | | | | | | | | | | | |
| **Position** | | **Signature** | | | | | | | | | **Date** | |
| Project/Budget Manager | |  | | | | | | | | |  | |
| Grants Manager (Finance) | |  | | | | | | | | |  | |
| Director of Sponsored Programs & Strategic Initiatives | |  | | | | | | | | |  | |
| Supervising Vice President | |  | | | | | | | | |  | |
| President | |  | | | | | | | | |  | |