

## Request for Grant Modification

<b>Grant/Project Title:</b>			
<b>Grant Award #:</b> (Funding Agency)		<b>Fund #:</b> (Banner)	
<b>Grant Period:</b>	Start Date:		End Date:
<b>Total Amount of Grant Award:</b>			
<b>Project Director:</b>			
<b>Reason/Justification for Request:</b> (check all that apply)			
<input type="checkbox"/> Budget Modification	<input type="checkbox"/> Programmatic Modification	<input type="checkbox"/> No Cost Extension	<input type="checkbox"/> Other: (Specify)
<b>Detailed Description of Programmatic Modification and/or Justification for Budget Modification:</b>			
<b>Budget Modification Details:</b>			
<b>Budget Category</b>	<b>Current Budget</b>	<b>Account Code</b>	<b>Requested Adjustment</b>
<b>TOTALS</b>			<b>\$0</b>
<b>Requested modification requires approval of grantor:</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe or attach a copy of the funding agency's modification procedure:			
<b>Additional Conditions/Requirements</b>			
*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.			
<b>Approvals:</b>			
<b>Position</b>	<b>Signature</b>		<b>Date</b>
Project/Budget Manager			
Grants Manager (Finance)			
Director of Grant Development			
Supervising Vice President			
President			