

Change in Effort Request Form

EFFECTIVE DATES*: _____

CHANGE IN EFFORT FOR (NAME)**:	
APPOINTMENT TYPE (PI/co-PI/Key Personnel):	
PROJECT/TASK/AWARD:	
OR	
SPONSOR NAME:	
SPONSOR AWARD #:	

PERSON MONTHS

COMMITTED EFFORT (in the Proposal Budget):	
CURRENT LEVEL OF EFFORT:	
REQUESTED LEVEL OF EFFORT:	

CHANGE IN EFFORT/DOLLARS

% CHANGE IN EFFORT (REQUESTED VS. COMMITTED):	
% CHANGE IN EFFORT (REQUESTED VS. CURRENT):	
DOLLAR CHANGE - INCLUDING FRINGE (REQUESTED VS. COMMITTED):	
DOLLAR CHANGE - INCLUDING FRINGE (REQUESTED VS. CURRENT):	

JUSTIFICATION: TO BE COMPLETED BY PRINCIPAL INVESTIGATOR

Why is this change in effort required?

SIGNATURES

REQUESTED BY:	Print Name:	DATE:
Principal Investigator:		
REQUESTED BY:	Print Name:	DATE:
Co-Principal Investigator:		
AUTHORIZED BY:	Print Name:	DATE:
Chair/Director:		
AUTHORIZED BY:	Print Name:	DATE:
Dean/Vice Pres.:		

Forward completed form to Sponsored Projects Services, 402 Crofts Hall, North Campus

If the requested change in effort is greater than that allowable under sponsor's terms and conditions, sponsor approval will be required. Please note that a significant change in effort could signal the need for a change in the scope of work.

*Effective Dates: the requested change must fall within the active project year, or within future project years

**Approvals are required by the Chair/Dean/VP of the named individual