

# University of North Dakota Request for Modification to a Sponsored Project

PI Name \_\_\_\_\_

UND Project # \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Sponsor Award # \_\_\_\_\_

Contact Email \_\_\_\_\_

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**TYPE OF MODIFICATION** [check one only - use separate form for each modification]**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 UND's Conflict of Interest Coordinator*

**Scope of Work**

Describe change below or attach a separate document.

**Budget Modification**

Includes cost share and/or cost share contributors.

**Carry Forward Unexpended Balance**

Estimate of funds remaining \$ \_\_\_\_\_

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.

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**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*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please print*

**College/School Dean**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please print*

Do not write below this line. RSPD Office use only.

**ACTION**

Approved

Disapproved

Agency approval required:

Yes

No

If Yes:

NSF Fastlane

NIH ERA Commons

Other

RSPD Designee Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Request for Modification to a Sponsored Project Instruction**

If there will be changes to an awarded project, a Request for Modification form must be completed and forwarded to the Research and Sponsored Program Development (RSPD). RSPD will review the request and determine what action is needed, which may include a contract modification with the sponsor. Sponsor approval may be required for modifications. Questions about when the submission of a Request for Modification is necessary can be directed to RSPD.

### **UND Project Number, PI Name, Sponsor Name and Award Number**

This information is available on the monthly financial statements available from your departmental administrators.

### **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:

- **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.
- **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. Provide a budget worksheet that indicates the requested changes or consult with RSPD for assistance with the budget adjustment.
- **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 all required technical reports are up to date and complete. After all approvals are secured, forward the form to RSPD.

- **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/Unit** – Approves all requests where the Dean is supervisor of the Pi, and all grant transfer requests.