

Williams College
Grant Revision/Budget Reallocation Request Form
Return this form to the Grants Office via email: grantsoffice@williams.edu

Project Investigator/Project Director (PI/PD) _____ Department _____
Project Title _____
Funding Source _____ Funder Award Number _____
Williams PeopleSoft Account # _____ Project Dates _____ through _____

Check the type of revision being requested and provide justification/rationale for why the change(s) is/are needed.

_____ extend the award period of performance

Number of months _____

_____ 1st extension with new end date of _____

_____ 2nd extension with new end date of _____

_____ 3rd extension with new end date of _____

_____ Budget revision

_____ transfer of budgeted funds between direct cost categories

_____ transfer of budgeted funds between direct cost and F&A/indirect cost categories

_____ transfer of funds from participant support costs to other categories

_____ Addition of the following costs that were not included in the budget approved by the funder

_____ equipment purchase

_____ participant support costs

_____ other _____

Amount of funds to be reallocated _____

Move funds from _____ to _____

_____ Transfer a portion of the work under this award to a third party

_____ Incur pre-award costs within 90 days of start date of the award

Total of pre-award costs to incur _____ Reason: _____

_____ change in scope of project activities

_____ change in key personnel

_____ PI/PD absence of more than 3 months or a 25% reduction of effort devoted to the project

_____ Other _____

Justification for requested revisions (attach additional page if needed)

This justification should provide a rationale for the request that can be used when contacting the funder.

PI/PD Signature

Date

To be completed by the Grants Office

Requested Changes

____ Approved

____ Not Approved

Grants Office Signature

Date

Does the funder have to approve the changes or be notified of changes?

____ Yes

____ No

If yes

Date sent to funder _____

Person responsible _____

Funder response _____ Date _____

Notes/comments