## Amendment Request Information

**Amendment Type** *(Check box for type(s) of amendment requested.)*

Scope (*change of location, change in metrics*)

Time extension

Cost (*increase, decrease, match change*)

|  |  |
| --- | --- |
| Project name |  |
| Project number |  |
| Date of request |  |
| Region |  |
| Sponsor(s) |  |
| Current end date |  |

**Funding** (*Grants manager may need to provide information for this section*)

|  | **Current Amount** | **Biennium/ Year of Funding** | **Amount Remaining** | **Share** | **New Funding Amount** | **New Share** |
| --- | --- | --- | --- | --- | --- | --- |
| Funding source (*add lines for separate funds*) | $ |  | $ | % | $ | % |
| Sponsor match | $ |  | $ | % | $ | % |
| Project total | $ |  | $ |  | $ |  |

**All Requests**

* Brief project summary:
* Current project progress: *(what tasks are complete and timeline for remaining tasks)*

**Time Extensions**

* Reason and justification for delay:
* Proposed new project milestones (*include any uncertainties)*:
* Number of time extensions that have been previously requested for this project:

**Cost Increases**

* Reason and justification for cost increase (*include any uncertainties*):
* Actions taken to control costs or limit the cost increase: (*include any other funding sources pursued*)
* Number of cost increases that have been previously requested for this project:

**Scope Changes**

* Description of, and reason for, scope change:

**Attach documentation of regional approval.**

**Attach map if relevant.**