

Request for OSP Action

**Cayuse SP Numbers:** [Proposal #: \_\_\_\_\_ Project #: \_\_\_\_\_ Award #: \_\_\_\_\_ F&A Activity Type: \_\_\_\_\_]

Section A.			
Principal Investigator	Last		First
Title			
Department			
Sponsor			Grant/Award Number
Award Budget Period	Start Date		End Date
Requested Budget Period	Start Date		End Date
FAME Number			

Section B. Change Request Options	
NYU Approval	Agency Approval
<input type="checkbox"/> Pre-Award Costs within 90 Days <input type="checkbox"/> 1 <sup>st</sup> No-Cost Extension <input type="checkbox"/> Capital Equipment to be used principally for research – not approved in budget <input type="checkbox"/> Other	<input type="checkbox"/> Change or Absence of PI/PD or Key Personnel or Reduction in project effort <input type="checkbox"/> Budget Modification <input type="checkbox"/> Foreign Travel if not approved in budget <input type="checkbox"/> Change in Objective or Scope <input type="checkbox"/> 2 <sup>nd</sup> No-Cost Extension <input type="checkbox"/> Rebudgeting of Trainee/Participant Costs <input type="checkbox"/> Alterations/renovations in excess of \$25K

Section C. Budget Modification				
Transfer Amounts		Category/Code		Category/Code
\$	From		To	
\$	From		To	
\$	From		To	
\$	From		To	
\$	From		To	

Section D. Justification of Technical/Programmatic Benefit to The Project
(If needed, attach a second page)

Section E. CERTIFICATIONS	
This request is proper in relation to and consistent with the approved project objective(s). Re-budgeting will not hinder completion of the approved project, nor increase the total amount to be expended.	
Principal Investigator Signature and Date (or attach email from Principal Investigator authorizing change request)	
	Date:
Chair Signature and Date (or attach email from chair authorizing request)	
	Date:
Dean or Dean’s Designee Signature and Date (or attach email from dean authorizing change request)	
	Date:
OSP Director Signature and Date	
	Date:

Request Date	
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