

# College Preparation Intervention Program

## Project Amendment Request

Grant recipients must obtain prior written approval to make any significant change to the approved project. An explanation of the change(s) and a revised budget must be provided. Please be specific when explaining all requested changes.

Requests to extend the approved project period must be made ***no less than one month*** prior to the originally established expiration date. Section C of this form must also be completed for requests to extend the project period.

<b>Institution:</b>	
<b>Project Title:</b>	
<b>Grant Number:</b>	<b>Project Director:</b>

### Section A. Amendment Request Type

- |  |   |
|--|---|
| <input type="checkbox"/> Project Extension | <input type="checkbox"/> Programmatic Changes |
| <input type="checkbox"/> Reallocate Funds  | <input type="checkbox"/> Other                |

### Section B. Amendment Request Explanation

Description:

Reason:

Expected Results:

## **Section C. Project Extension: Additional Requirements**

For one time, no cost extensions, the following additional information must be included:

- Revised timeline of participant activities
- The role of key staff during the extension
- Estimated number of active participants during the extension period

**College Preparation Intervention Program  
Project Amendment Budget Summary**

For any requested budget changes, please provide a brief budget narrative for each line item.

	(A)	(B)	(C)	(D)
	Approved Original Budget	Revised Original Budget	Remaining Funds (A-B)	Revised Budget (Remaining Funds)
A. Salaries & Wages				
Professional Personnel				
[List each by name followed by title in brackets]				
1.				
2.				
3.				
Other Personnel (list categories & # of each in brackets)				
5. [ ]				
6. [ ]				
Total Salaries and Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
1.				
2.				
E. Materials and Supplies				
F. Consultant and Contractual Services				
G. Other (specify)				
1.				
2.				
H. Total Direct Costs (A through G)				
I. Total Indirect Costs (max. 8% of Column A, Item H)				
J. Total (H and I)				

**Project Director:** \_\_\_\_\_  
Signature
Date

## **Budget Summary Instructions**

- Column A:** Include original budget as approved when the grant award was made to institution or organization.
- Column B:** Update approved budget to show how funds will be used based on revised project plan.
- Column C:** Subtract columns A and B to show difference.
- Column D:** If significantly fewer funds remain in the budget, use column D to show revised project budget given funds remaining from the original award and based on the revised project plan.