Date

Name

Title/Position

RE: SPR-P1(XX) MXXX or FY21(XXX) NU Grant # XX-XXX-XXXX-XXX Project Change Request

|  |  |  |
| --- | --- | --- |
| PI/SP1 | Requesting PI |  |
| PI/SP | NCTE Request | Extension Date Requested: Click or tap to enter a date.  Justification: Click or tap here to enter text. |
| PI/SP | Budget Revision Request2 | Add Funds  Revise Budget Categories  N/A  ☐ Included Revised Budget Category  Additional/Revised Amount: Click or tap here to enter text.  Original Project Budget: Click or tap here to enter text. |
| PI/SP | Revised Project Schedule3 | Included Gantt chart in Second Page |
| SP | Date No-Cost Time Extension (NCTE) Received from the PI | Click or tap to enter a date. |
| RPM | Date Received by the RPM from SP | Click or tap to enter a date. |
| RPM | Change Request Review | Date: Click or tap to enter a date.  Comments: Click or tap here to enter text. |
| RPM/TAC | Reviewed by RPM & Lead TAC Member | Date Reviewed: Click or tap to enter a date.  Comments: Click or tap here to enter text.  FHWA Approval Required?  Yes  No  Date Submitted to FHWA: Click or tap to enter a date. |
| FHWA | Reviewed by FHWA | Approved Date Approved: Click or tap to enter a date.  Not Approved  Comments: Click or tap here to enter text. |
| RPM | Date Received from FHWA by RPM | Click or tap to enter a date. |
| RPM | New Approved Completion Date | Click or tap to enter a date. |
| RPM | New Approved Budget | Additional Amount: Click or tap here to enter text.  Total Project Budget: Click or tap here to enter text. |
| RPM | Date Final Decision was sent to Sponsored Programs and the PI | Click or tap to enter a date. |

1 Party that is responsible for filling out this section of the form, see abbreviations below:

**PI** - Principal Investigator **SP** - Sponsored Program **RPM** - Research Program Manager **FHWA** - Federal Highway Administration **TAC** - Technical Advisory Committee

2 All budget requests need to have a standard proposal budget with justification page attached to the form

3 One (1) NCE will be granted for the project up to 12 months. The following circumstances will be considered for extending the end date for projects.

* Extreme disruption due to inclement weather affecting the collection of field data
* Construction delays
* TAC approved major change in the project scope or work plan
* The PI has changed affiliation and is no longer with the contracted entity
* Other unique circumstances (medical emergency, etc.)

**Note**: The PI is expected to promptly notify Office of Sponsor Programs as soon as it is recognized that there may be a need for an extension and no later than **60 days before the contract end date**.

Table 1A. Project Gantt chart as proposed in the approved proposal July 1, XXX

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Description** | **Year 1** | | | | **Year 2** | | | |
| QTR 1  Jul-Sep | QTR 2  Oct-Dec | QTR 3  Jan-Mar | QTR 4  Apr-Jun | QTR 5  Jul-Sep | QTR 6  Oct-Dec | QTR 7  Jan-Mar | QTR 8  Apr-May |
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|  | 100% TAC Update Meeting  Final Presentation |  |  |  |  |  |  | Mar -Apr | |
| \*Draft Report |  |  |  |  |  |  | Mar. 1st |  |
| DOT Review/Comments |  |  |  |  |  |  |  | Apr. 1st |
| Final Report/Deliverables Due |  |  |  |  |  |  |  | Apr. 15th |
| Quarterly Report 7 |  |  |  |  |  |  |  | Apr. 30th |

Table 2A. Proposed Gantt due to justification provided for the project. PI should detailed the revised tasks and how they will accomplish the tasks under the revised schedule.

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| **Task** | **Description** | **Year 1** | | | | **Year 2** | | | | **Year 3** |
| QTR 1  Jul-Sep | QTR 2  Oct-Dec | QTR 3  Jan-Mar | QTR 4  Apr-Jun | QTR 5  Jul-Sep | QTR 6  Oct-Dec | QTR 7  Jan-Mar | QTR 8  Apr-Jun | QTR 9 |
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