

Change of Scope Request

Should a grant's programmatic changes during the approved project timeline, this document outlines how to notify us of this change by requesting a Change of Scope.

FFAR grants and cooperative agreements are awarded for specific programs of research activity. FFAR expects that grantees complete all requirements of an award by the project period end date; however, changes to the scope of the research activities may be requested. Any changes to the scope of research must be justified. A change of scope requires prior approval from the Director of Grants Management.

Grantees should not request a Change of Scope Request for the sole purpose of expending remaining funds – such request will be rejected.

Requesting a Change of Scope

To ensure timely processing of a revised award action, grantees should request a Change of Scope at least 30 days prior to the end of the budget period. Grantees should submit the request in a letter on official grantee letterhead that includes the following information:

1. Date
2. Principal Investigator or Project Director name, Project Title, and Grant ID
3. Point of contact – name, phone number, and email address
4. Amount of additional time requested
5. Reason(s) project requires programmatic changes
6. Description of the activities that will be completed during the project timeframe
7. Timeline for completion of proposed revised activities, including time necessary to close-out the award and submit all final requirements to FFAR
8. For late requests, a justification for missing the deadline
9. Explain the effect a denial of the request will have on the project
10. Two signatures – Authorized Signing Official and Project Director/Principal Investigator

Grantees must submit Change of Scope requests through our [Grants Management System](#).