**

# Change request form

Please complete and email to your Grant Administrator

*Text in italics is for guidance only and may be deleted*

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant ref:** | | *This is the reference provided in your Confirmation of award letter* | |
| **Date of request:** | |  | |
| **Project title:** | |  | |
| **Name of Principal Investigator (PI):** | | |  |
| **Organisation name:** | | | *Including university department name, if applicable.* |
| **What type of change are you requesting?** *Please select all that apply* | | | |
|  | Project scope or approach (e.g. sampling, sample size/coverage, analysis plans, availability of data) | | |
|  | Outputs and dissemination plans | | |
|  | Staffing | | |
|  | Timetable (including grant end date) | | |
|  | Budget transfer | | |
|  | Something else (please specify): | | |
| **What is the nature of the change?** *Please provide a clear description of the change you wish to make***.** | | | |
| **Why are you requesting this change?** *Please provide full details about the reason for the request.* | | | |
| **What are the implications of this change for other aspects of the project?***Please provide details – this should include implications relating to how the research questions will be answered and any changes to your plans for research outputs/dissemination or impact.* | | | |
| **What, if any, financial implications are there of this change?***Please provide full details.* | | | |
| **What, if any, timetable implications are there of this change?***Please provide full details, if not covered above.* | | | |
| **Has the project advisory group been consulted about the requested change(s)?** | | | |
|  | No | | |
|  | Yes – *please provide details below about how the advisory group has been involved.* | | |
|  | | | |

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| --- |
| **Nuffield Foundation response/queries:** |
| **PI reply to Nuffield Foundation response/queries:** |

|  |  |
| --- | --- |
| **Office use only** | |
| **Status:** | |
|  | Approved |
|  | Pending |
|  | Declined |
| **Date:** | |
| **Initials:** | |