**

# Change request form

Please complete and email to your Grant Administrator

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

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| --- | --- |
| **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:**  |

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