Post-Award Change Form (Equipment Request)

Under some extenuating circumstances, a PI may request a deviation from the original budget to purchase different equipment from what was requested in the original proposal. This form is to request this change. Once it is approved, it will be sent to the OSP and the funding agencies if the contract specifies this action.

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| Equipment Information (Maker, Model No., Quantity, Cost). Please attach a quote or an email from the manufacturer/distributer |
| Expected Use of Equipment |
| What will be re-budgeted to accommodate the purchase and how will the re-budget affect the funds? |
| Will the equipment purchase require additional space allocation? If yes, how will you accommodate additional space request? |

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| Principal Investigator |
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| Department Chair |
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| Dean |
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