

# Job Aid – Award Change Request Scientific Justification

## Purpose

To assist the RA community in working with faculty to provide a scientific justification when submitting an Award Modification Request in ERA.

## Process

Obtain the below information from the PI and fill in directly to the Award Modification Request SmartForm and/or attach the PI completed email template to the Award Modification Request. In all cases, the justification needs to be written in enough detail to satisfy a program officer/auditor who may look at the request to determine its compliance with sponsor terms and conditions. This is the case whether being sent to the sponsor or being approved internally. In both cases, the level of justification required is the same. The justification should be written – not as bullet answers – but rather as a cohesive explanation which includes all the elements.

### At-Risk - [Template](#)

- Briefly describe the immediate activities that will be funded by the at-risk account.
- Explain why it is important to start the project prior to receipt of award documents.
- Explain any potential negative impact that may surface as a result of waiting on the fully executed award (e.g. disruption of project activities, delayed milestone timeline, seasonal fieldwork, etc).
- Attach correspondence, if available, from the sponsor that confirms their intent to fund the project.

### No Cost Extension - [Template](#)

- How long of an extension is needed?
- Which project objectives are left to complete?
- What caused the delay in completing the project objectives during the approved project period?

### Budget Revision - [Template](#)

- Briefly explain what prompted the budget revision.
- How will the proposed change benefit and/or improve the project?
- How will the “Scope of Work” be impacted as a result of this change?

### Carryforward Requests - [Template](#)

- Briefly explain why the funds were not used during the allowable spending period.
- Explain how the carryforward funds will be used to move the project forward.

**Other Change Request(s) - [Template](#)**

- How will the “Scope of Work” be impacted as a result of the new direction of the project? (i.e. Change in Key Personnel/Scope)
- Identify the project change(s) necessary to complete and/or obtain the deliverable(s).
- How will the requested change benefit or improve the research?