MacEwan Internal Grant Amendment Request Form

This form is <u>only</u> to be used for amendment requests for <u>internal grants</u>. Do not use it for requests for any external funding sources. See the Office of Research Services website for more details on requesting grant amendments.

1. IDENTIFICATION

Date of Request	
Type of Grant (Project, Dissemination, etc.)	
Date of the Award (Month, Year)	
Project ID (RES0000xxxx)	
Title of Project	

Applicant Name	
Faculty/School and Department	
ID Number	
MacEwan Email	

For Students:

Year of Study	
Graduation Date	
Faculty Mentor	
Mentor Department	
Mentor Email	

2. REQUESTED AMENDMENT (Select All That Apply):

☐ End Date   Current End Date: _____ Requested End Date: _____

☐ Project Details

☐ Budget

3. SUMMARY OF PROGRESS TO DATE

4. JUSTIFICATION OF AMENDMENT

5. AMENDED PROJECT DETAILS

Describe the extent of the changes in the amendment (e.g. scope, objectives, methods, RA tasks, timeline). Note that amendments may be subject to further ethics review if the method or means of interacting with participants is being changed.

6. REVISED BUDGET SUMMARY

Please ensure your revised budget summary matches with your revised timeline.

BUDGET SUMMARY (As Submitted):

Category	Description	Cost ($CAD)	Expected Date of Expenditure (Month/Year)
Personnel			
Supplies			
Equipment			
Travel			
Professional/ Technical Services			
Other (Specify)			
	Total		

BUDGET SUMMARY (Proposed):

Category	Description	Cost ($CAD)	Expected Date of Expenditure (Month/Year)
Personnel			
Supplies			
Equipment			
Travel			
Professional/ Technical Services			
Other (Specify)			
	Total		

Submit the completed form to research@macewan.ca with the subject line "Grant Amendment Request"