**Amendment Request Form**

*Please complete all sections in* ***blue***

**Part 1. Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Number & Title :** | RES20XX-XX : | | |
| **Research Agency:** |  | | |
| **Principal Investigator(s):** |  | **TDOT Lead Staff:** |  |
| **Original Project**  **Start Date:** |  | **Original Project Completion Date:** |  |
| **% Work Done:** |  | | |
| **Agreement number:** |  | | |
| **Total Project Budget**  **(Contract Funds Approved):** |  | **Reimbursement**  **Received as of Date (mm/dd/yyyy):** |  |

**Part 2. Amendment Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Amendment Type:** | Scope  Schedule  Budget  Person(s)  Other | | |
| **Requested Information (New Schedule/Budget):** |  | | |
| **Request Justification:** |  | | |
| **Submitted by (name and institution):** |  | **Submission date(mm/dd/yyyy):** |  |
| **This amendment request has been discussed with and agreed by TDOT Lead Staff.** | | | |

**FOR INTERNAL PURPOSES ONLY**

|  |  |  |
| --- | --- | --- |
| **Approvals** | **Signatures** | **Date** |
| **Admin Staff:** |  |  |
| **Admin Office**  **Supervisor:** |  |  |
| **Research Office Supervisor/Staff:** |  |  |
| **Long Range Planning Division Director:** |  |  |

**Amendment Request Instructions**

This instruction is to help Principal Investigator (PI) and TDOT Lead Staff correctly fill out the form and project amendment.

\* Please discuss with TDOT Lead Staff regarding the amendment before submitting this form to TDOT. Once both Principal Investigator (PI) and Lead Staff agree with the amendment content, follow the instruction to fill out this form and email to TDOT Admin Office (LRP.Invoices@tn.gov) for further procressing

\*\* Please initiate the process to request a contract amendments no later than **90** days prior to the original project end date

**Part 1.**

Fill out the basic project informationall section in blue. Feel free to contact Amdin staff at University or DOT Admin/Research Office for questions.

**Part 2.**

1. Select the amendment types that are applicable to the project
2. Breifly describe the amendment such as change of work scope, duration of non-cost extension, new project end date, new budget, change of research personnel, and/or other changes
3. Provide the amendment request justification including the reasons for project amendment
4. Click the check box to confirm that this amendment has been discussed with TDOT Lead Staff and both PI and the Lead Staff have agreed with the amendment
5. The name who submit the amendment request to TDOT
6. The date when the amendment request send to TDOT

**Necessary Attachment/document with the Amendment Request**

1. For work scope amendment, please provide revised scope of work documents
2. For budget amendment, if the change is greater than 20% of the line item amount or greater than 20% of total Grant Budget amount, please provide the revised Grant Budget document