



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Change in Scope Request

The grantee may make changes in the methodology, approach, or other aspects of the project or program objectives with prior approval from the Grants Officer and Project Officer. A change in scope occurs when the recipient proposes to change one or more of the objectives, aims, or purposes identified in the approved application. The grantee must make the initial determination of whether a proposed change would be considered a change in scope and should consult with the Project Officer as needed.

In addition to explicit changes in the objectives, aims, or purposes identified in the approved grant application, post-award changes that are clear indicators of a change in scope include, but are not limited to, the following:

- Transfer of the performance of substantive programmatic work to a third party through a sub-award contract;
- Significant re-budgeting, whether or not the particular expenditures require prior approval; and
- Changes to the project's intended beneficiaries or geographic focus.

When submitting a change in scope request, keep the following in mind:

You must provide a clear reason as to why this change is important with a detailed description of any changes to programs, outcomes, or costs.

Required Documentation:

- Request Letter: All correspondence must be on official letterhead from the awarded organization and must include the following:
 - Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address | Signature
- Program Abstract or Narrative
- Position Description and Resumes if new staff is proposed
- Detailed Budget Justification if changes in budget are significant
- SF424A Budget Information Form

Contact your Grants Officer if you anticipate changes in scope, or with questions about changes.