

### CHANGE IN SCOPE

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The grantee may make changes in the methodology, approach, or other aspects of the project/program objectives. However, the recipient must obtain prior approval from the Grants Officer and Project Officer for a proposed change in scope. A change in scope occurs when the recipient proposes to change (or changes) the objectives, aims, or purposes identified in the approved application. The recipient 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 necessary.

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 or that are likely to be considered 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 rebudgeting, whether or not the particular expenditures require prior approval.
- Purchase of a unit of general-purpose or special-purpose equipment exceeding \$5,000.

*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
  - Two signatures: Authorized Official and Project Director
- Program Abstract or Narrative.
- Position Description and Resumes (if new staff are proposed).
- Detailed Budget Justification (if changes in budget are significant).
- SF424A Budget Information Form. This can be found on the MEPI website.