

**Office of Research Support (ORS)**

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| **Project Number** |  |
| **PI Name** |  |
| **Dates** | Start: | End: |
| **Project Approved Budget** |  | **Spent budget** |  |
| **Extension Duration** |  | **Additional Budget amount requested (if Applicable)** |  |
| **Change Request Type** | * Budget Change *(add/replace items, transfer amounts, additional funds,…etc.)*
* Change of PI or CO-PI *(specify the names)*
* Student Change *(for Students Grants, specify the names and attach copy of QU-Student ID)*
* Time Extension *(specify Period)*
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| 1. **Justification**
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| 1. **Expected outcome after** **Budget increase / Time extension**
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| **PI signature** |  | Date: |
| **College / Associate Dean for Graduate Studies and Research Approval**  |  | Date of Approval: |
| **ORS Approval** |  | Date of Approval: |