

Request for 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, such as shifting the research emphasis from one focus area to another, changing the service area, applying a new technology (e.g., changing methods from those originally approved to a different method), or making budget changes that cause a project to change substantially from that which was approved.

Documents Required

- A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number(s) and Grantee Organization Name
 - Effective date of change
 - Summary of the Change in Scope - Written explanation of why the Change in Scope is needed, including the reason for the change and summary of activities that will or will not be completed as a result of the change.

- Updated work plan
- Budget Narrative (if applicable to the change)

How to Submit Your Request:

All requests for Change in Scope should be submitted by the grantee in Grants Management Module as a new amendment by accessing “Manage Amendments”, click “New”, select “ACL Change in Scope”.

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which include no-cost extension requests. This video is at the bottom of [this page.](#)”