

Project/Budget Change Request Form

Information and Instructions

Project and/or Budget change requests must be formally submitted through completion of the following sections.

This form is applicable to all Research Manitoba grants administered in accordance with the [Finance & Administration Guide](#).

This form is to be completed and submitted by the Principal Investigator listed on the awarded grant application.

Complete the required fields in the form along with any other necessary fields and submit with all required supporting documentation. Submit the completed form and required attachment(s) by email to: helpdesk@researchmb.ca.

Forms submitted with missing information will not be considered.

SECTION 1 – GRANT RECIPIENT INFORMATION

Please complete all the *required fields.

*GRANT RECIPIENT INFORMATION – Primary Investigator	
*Last name	*First Name
*Email	Application Number
*Project Title	

SECTION 2 – PROJECT/BUDGET CHANGE REQUEST

All expenditures must meet Research Manitoba's policies on eligible expenses and student support. Funds are to be spent according to budgets approved during the review and decision process. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the project have changed. Grant holders need Research Manitoba's approval for such reallocation *only* if the change involves 25% or more of the grant's total.

Research Manitoba reserves the right to approve or deny a project and/or budget change request.

A - DEVIATION FROM INITIAL PROJECT
*Has there been any deviation from the initially proposed research project that has been approved?
If yes, what is the nature of the deviation?
Please use the section below to clearly describe why the deviation occurred and the plans for the rest of the project. Please include the remaining project milestones and dates that align with the plans for spending the remaining funds.

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B – FUNDS SENT OUTSIDE OF MANITOBA

<p>*Does this change in project and/or budget require Research Manitoba funds to be used outside of Manitoba?</p>

<p>If yes, please use the section below to clearly describe why it is critical to the project that funds be sent out of Manitoba. Consideration will be given only where documented evidence is provided confirming the absence of suitable opportunities in Manitoba and a need for individuals trained in the discipline.</p>

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C – ADDITIONAL DOCUMENTS	
<p><input type="checkbox"/> *Have you completed an Interim Report for this grant?</p>	<p><input type="checkbox"/> *If yes, please provide the date of submission:</p> <p>If no, please complete an interim report for the applicable program found here: https://researchmanitoba.ca/funding/grant-report-templates/.</p>
<p><input type="checkbox"/> *Attach an up-to-date detailed financial statement from the institution in which the funds have been administered. This must identify all Research Manitoba expenses to date related to the project.</p>	