

**MHEC College Preparation Intervention Program Grant Program
Project Amendment Request**

Grant recipients must obtain prior written approval to make any significant change to the approved project. An explanation of the change(s) and a revised budget must be provided. Please be specific when explaining all requested changes.

Requests to extend the approved project period must be made ***no less than one month*** prior to the originally established expiration date. Section C of this form must also be completed for requests to extend the project period.

For further details about requesting project amendments, see page 21 of the RFA.

Institution:	
Project Title:	
Grant Number: CPIP 14-	Project Director:

Section A. Amendment Request Type

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|--|---|
| ☐ Project Extension | ☐ Programmatic Changes |
| ☐ Reallocate Funds | ☐ Other |

Section B. Amendment Request Explanation
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Description:

Reason:

Expected Results:

Section C. Project Extension: Additional Requirements
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For one time, no cost extensions, the following additional information must be included:

- Revised timeline of participant activities
- The role of key staff during the extension
- Estimated number of active participants during the extension period