Department of Veterans Affairs

Office of Research and Development (ORD)

Request for Administrative Project Modification	
Project is funded by:	(select one)

Instructions: *The VA principal investigator (PI) should complete this form, sign it electronically, obtain the electronic signatures of site investigators, if required, and email it to the local Research Office. If the ACOS/R supports this request, he/she should sign it electronically, and submit it to the appropriate ORD Service by clicking on the button at the end of the form.*

Check appropriate box(es) on left and follow instructions on right for all the changes that you are requesting. Note: additional documentation may be required per the Criteria and Instructions for Requesting an Administrative Project Modification document.

No-Cost Extension Cost Extension Redistribute Funds	• Complete sections 1, 4, and 6 below. • Section 6 must clearly describe the justification for a project extension, additional funds, and/or redistribution of funds, if applicable (amount and timing), and details by site, if multi-site.
Change in Aims, Methods, Key Personnel/Effort, and/or Budget	• Complete sections 1 and 6 below. • Section 6 must clearly describe the proposed change from the approved design, its rationale, and implications for the project in sufficient detail to allow scientific review of the request.
Add/Replace Study Site Change Site-PI	• Complete sections 1, 2, 3, and 6 below. • Section 6 must clearly explain why an additional or replacement study site is being requested and/or why a change in Site-PI is being requested and how the change will benefit the project.
Change in PI	• Complete sections 1, 2, and 6 below. • Section 6 must clearly explain why a change in PI is being requested. Include a detailed explanation of the new PI's current and proposed involvement in the project, VA eligibility, qualifications to complete the work, and whether the current PI will have any continued role.
PI Station Transfer	• The receiving station completes sections 1, 3, and 6 below. • Section 6 must clearly explain what the PI's role and VA appointment (8ths) will be at the new Medical Center. Provide information that demonstrates resources (e.g. required specialized equipment, animal models, access to relevant patient population, etc.) and personnel at the new station will permit the work to be conducted.
Change in Eighths of PI	• Complete sections 1, 5, and 6 below. • Section 6 must clearly explain why the PI is requesting a change in eighths and implications for the project.

Version 1.0

1. VA PI (complete for all types of requests)

Last Name, First Name, Middle Initial, Degree(s)

Telephone	VA email

eRA Grant Number	Project Start Date	Project End Date
VA Project ID		

Project Title

VAMC Name and Location (City, State)	Station No.

Electronic signature of the PI	Date

2. Proposed PI (if changing PI or adding study site)

Last Name, First Name, Middle Initial, Degree(s)

Telephone	VA email

Number of VA eighths to be held by PI during the award period

VAMC Name and Location (City, State)	Station No

Electronic signature of proposed PI/Site-PI	Date

3. New VAMC (if transfer of station or adding new study site)

VAMC Name and Location (City, State)	Station No.

Location of research space for this study at the new VAMC

ACOS/R Last name, First Name, Middle Initial, Degree(s)

Electronic Signature of the new VAMC ACOS/R (By signing this form, the ACOS is affirming that all VA requirements regarding the conduct of VA research for this study will be met (e.g. appropriate committee approvals).)	Date

Version 1.0

4. Project Extension

New end date requested	Total amount, if additional funds are requested

5. Change in Eighths of PI

Current Eighths	Requested Eighths

6. Explanation or Justification (see page 1 for required information)

ACOS/R Last name, First Name, Middle Initial, Degree(s)

Electronic Signature of the current VAMC ACOS/R (By signing this form, the ACOS is affirming that all VA requirements regarding the conduct of VA research for this study will be met (e.g. appropriate committee approvals).)	Date

Version 1.0

7. ORD Decision (for Central Office use only)

○ Approved	○ Disapproved	○ Partial Approval

Name	Title
Electronic Signature	Date

Comments

Electronic signatures are preferred, but a scanned copy will be accepted.

To attach the required documents, compile them into a single pdf and attach as follows:
(1) from the Main Menu, select View > Comment > Annotations to open the Annotations sidebar;
(2) click on the Attach File icon (paperclip with a chat bubble) and your cursor will look like a push pin;
(3) click on the box labeled “Attach pdf in this area” and the Add Attachment file browser will open;
(4) select the file you want to attach and click on Open;
(5) File Attachment Properties dialog box will open, verify paperclip icon is highlighted, click OK to continue;
(6) the attached file will appear as a paperclip icon.

Email a signed version of this form with the required attachments either using the appropriate submit button below or send directly. Note: pdf email attachment will not be openable while email is composed, but the attachment will be valid once sent.

Attach required documents (per the instruction document) in a single pdf here

Submit this form via email to BLR&D or CSR&D vhablrd-csrd@va.gov

Submit this form via email to HSR&D vhacohsrdpm@va.gov

Submit this form via email to RR&D rrdreviews@va.gov