

# Research Account Modification Form

*Use this form if you want to modify the end date or the budget of an existing research account. Send the completed form to, Research Services, Room 200, Kelley Building. Research Services will review your request and contact you if additional information or action is needed; eg, a contract amendment, approval from a sponsor, etc.*

RS#(Internal)		Account # (Starts with 6)	
Principal Investigator			
Account Name/Project Title			

### Type of Modification

- Extend the account end date to \_\_\_\_\_
- Modify the budget (provide revised budget)
- Close the account and transfer residual balance to an existing Term Research Account # \_\_\_\_\_

**Note:** To transfer funds into an existing Term Research Account, the funds must be used for the purpose that was identified and approved when the Term Research Account was established.

**Note:** If residual funds are to be used for a different purpose or if a Term Research Account has not been established, review the [Guidelines for Administration of Research Accounts](#) and follow the requirements to establish a new Term Research Account.

Please provide a short description of and reason for the request

- I certify that all research administrative approvals and certifications are in place and current and that research activities remain as outlined in the original proposal/agreement.*

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
AVC Dean (or Designate)

\_\_\_\_\_  
Date

**\*AVC internally sponsored research funding requires the signature of the Dean or Designate**

### REQUEST REVIEW

Research Services - I recommend the requested modification  Yes  No \_\_\_\_\_ (Name)

Research Accounting - I recommend the requested modification  Yes  No \_\_\_\_\_ (Name)

Request Approved  Yes  No \_\_\_\_\_ (Name)