



Kellogg Legacy Endowment
Change/Extension Request Form

Please submit your responses to the Kellogg Legacy Grant Endowment email address at: kellogglegacy@cpp.edu. If you have any questions or need assistance with preparing your proposal, please contact Keith Forward, kmforward@cpp.edu.

Project Title	
Project Investigator(s) <i>Include name(s) and title(s)</i>	
Department/Division	
Email	
Original Project Period	
Current End Date	
Requested New End Date (if applicable)	
Last submitted reported, Mid-year or Final (if applicable)	

1. Type of Request (Check all that apply)

- No-Cost Extension
- Budget Revision
- Scope of Work Change
- Personnel Change
- Timeline Adjustment
- Other (please specify): _____

2. Description of Requested Change

3. Justification for Change

4. Impact on Project

- a. Project Scope (How will the change impact the project?):

b. Deliverables / Outcomes (Will these changes impact any deliverables or outcomes?):

5. Budget Revision (if applicable, attach a revised budget)

Budget Category	Current Amount	Proposed Amount	Justification

6. Updated Project Timeline (if applicable)

Milestone	Original Date	Revised Date

7. Additional Supporting Documentation

Attach any relevant supporting documents.