**CFI CHANGE REQUEST**

(See section 6.6 of the CFI Policy and Program guide <https://www.innovation.ca/apply-manage-awards/resources-apply-manage-award>)

**Please submit this completed word doc to Research Financial Services (**[**cfi.rfs@uoguelph.ca**](mailto:cfi.rfs@uoguelph.ca)**).**

**Include quotes for any new items.**

Date:

Project #: Principal Investigator:

Institution: University of Guelph CFI funding program:

**Current** Project end-date:

1. **Infrastructure to be removed from the approved budget (use figures as at proposal):**

***NB to RFS: Do NOT report these amounts under columns M and N on excel spreadsheet***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item # | Description of item | # of Items | Total Eligible CASH Cost | Total Eligible IN-KIND Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total:** |  |  |  |

**B. New infrastructure requested:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New item (reference the appropriate CFI line item) | | Item Description | | # of Items | | CFI Cash Price  (**include** tax, shipping and installation) | | In-Kind (additional special discount wholly donated) | | If in-kind, Name of Contributing Partner | | Date to be Acquired  (yyyy/mm) | |
| **N1** | |  | |  | |  | |  | |  | |  | |
| **N2** | |  | |  | |  | |  | |  | |  | |
| **N3** | |  | |  | |  | |  | |  | |  | |
|  | | **Total :** | |  | |  | |  | |  | |  | |

**C. Compelling rationale for these changes:**

*Ensure that the relevance of any new purchases or removal of approved items is clear.* ***Focus on the impact on the project/research.*** *Use 3rd person phrasing*

**Issues that should be addressed (where applicable to your situation) while referring to current CFI line item #:**

Why is the original item no longer required?

What is the function of the new item?

How will it relate to this project/research?

Why is more than one of a given item required (if applicable)?

Why wasn’t the item requested at the time of application?

What approved items have yet to be purchased and what is the spending schedule (refer to item numbers)?

How will you cover the cost of any new infrastructure requested?

Why are there savings on your project from the approved award finalization budget?

Suggest a new end date if you are requesting an extension to the current end date