

Instructions for MGLPF Change Requests  
Department of Environment, Great Lakes, and Energy  
Office of the Great Lakes  
MGLPF Change Request Instructions



Format

The format for the Change Request is flexible; however, it must be provided on letterhead as a stand-alone Word or PDF document.

Content

The Change Request must include the following information:

1. Grantee Name
2. Project Name
3. Date submitted
4. Change request including:
  - Proposed Scope Changes: provide a detailed description of the proposed change(s), a revised schedule of completion, and a revised outcome/product for each changed task.
  - Proposed Contract Period Changes: identify project task(s) to be extended, a revised schedule of completion, and proposed project completion date.
  - Proposed Budgetary Changes: identify any and all budget changes that exceed 10% per budget line item(s)
  - Proposed Personnel Changes: indicate personnel that have been removed and/or provide the name and contact information of new personnel
5. Explanation for change request

Submission

The Change Request should be submitted by the primary grant contact or the principal investigator to the project manager via email.