

## GPSC ReaP Reallocation Request

Name:

RSCH- \_\_\_\_\_ FY' \_\_\_\_

We are aware that there may be unforeseen instances that change the types of materials or resources you need for your Research or Project Grant. Please provide a rationale for the reallocation request based on the following criteria and then email responses to [gpscreapdirector@email.arizona.edu](mailto:gpscreapdirector@email.arizona.edu) with "Reallocation Request" and your award number (RSCH- \_\_\_\_\_ FY' \_\_\_\_ ) listed on your award letter in the title of the email. Also, if a reallocation is approved, we cannot increase the amount of the money in your award. You can request to substitute an item for the same price or of lesser value. Note, reallocation requests may take up to 4 weeks to process.

### **PART 1**

Using 4-5 sentences, please explain the reason to reallocate your approved funds to new items. Please justify your request using language that would be understood by non-experts and minimize the amount of jargon:

### **PART 2**

Using 3-4 sentences, please describe how the new item(s) complement your abstract and research/project proposal. Again, justify your request using language that would be understood by non-experts and minimize the amount of jargon:

### **PART 3**

List the item(s) and the associated cost of the item from the approved budget below and the item(s) and associated cost for the substitution (show complete old budget and new budget and highlight changes):