

If any aspect of your current award is changing but you do not need to re-apply to the funder in order receive additional funding or extend the project dates, then this form is for you! Example: A no-cost extension of project dates, an increase in project funds, etc.

Complete and submit this form, along with your renewal/amendment documents to the Sponsored Projects Office (ADM 205 or sponsoredprojects@wou.edu). ***All signatures required on this form will be initiated by the Sponsored Projects Office and require at least 5 business days to process.***

If your form requires a contract, the expected processing time is **3 weeks minimum**, so please plan accordingly.

Previous internal SPO number:

1. Today's Date	
2. PI/PD's Name	
3. PI/PD's Email	
4. PI/PD's Supervisor's Name and Email	
5. Project Title	
6. Original Project dates	
7. Original award amount	
8. New project dates if applicable Include Attachment A	
9. Updated award amount if applicable Include Attachment B	
10. Deadline for amending project	
11. Are there any other changes to this award that we need to be aware of? Example: Changes to the PI/PD, changes to deliverables, changes to administrative support, etc.	



All signatures required on this intent form will be initiated by the Sponsored Projects Office.

Approvers (Office Use Only)	Signatures (Office Use Only)
Project Lead	
Project Lead's Supervisor (Unit Supervisor, Dean, Division Chair, Or Center Director)	
WOU Foundation, if applicable	
SPO Approval	