

Change in Scope

Change in Scope In general, the cooperative agreement recipient may make changes in the methodology, approach, or other aspects of the project/program objectives. However, the recipient must obtain prior approval from CDC for a proposed change in scope. A change in scope occurs when the recipient proposes to change the objectives, aims, or purposes identified in the approved application.

Examples of a change in scope include, but are not limited to the following:

- Change from the approved use of animals or human subjects,
- Transfer of substantive programmatic work to a third party through a subaward, contract or any other means, if the authority for such activities is not included in the approved application,
- Budget revisions that cause a project to change substantially from what was approved,
- Significant rebudgeting (transferring among direct cost budget categories in excess of 25% of the total approved budget), whether or not the particular expenditures require prior approval,
- Purchase of a unit of equipment exceeding \$25,000.

❖ **TIPS** - All correspondence must be on official agency letterhead and must include the following:

- Date
- Grantee name and number
- Point of contact – name and phone number, and email address
- Two signatures – Authorized Business Official and Project Director

Required Documentation:

- Detailed budget, if applicable, and justification outlining the affected activities
- Document new goals and objectives that are affected by the change of scope
- New timeline which addresses the affected activities
- Curriculum vitae or resume for applicable key personnel changes, if required

Change in Scope Template

Date

Attn: _____

Grants Management Specialist
CDC, Procurement and Grants Office
2920 Brandywine Road
Room 3000, Mail Stop E-09
Atlanta, GA 30341

Re: Cooperative Agreement Award No. _____
Program Announcement _____
Request for Change in Scope

Dear Grant Management Specialist:

This letter is to request approval for a change in scope for the cooperative agreement listed above. <<Insert paragraph indicating the bona-fide need and description of what is planned that will change the scope of the project and how it will change the scope. >>

If you have any questions regarding this request, please feel free to contact _____ at <<phone/email address>>.

Sincerely,

/s/

Project Director

/s/

Authorized Business Official