

# PROJECT UPDATE REQUEST FORM

For Questions ~~dt~~ELP with the completion of this form, please contact (403) 244-1000 @ [ocal@aw.ca](mailto:ocal@aw.ca)

**ACTIVITY CODES** (Project Holder approval not required)

Activity Code – New and Name	Current	New
		Activity Code _____
		Activity Name _____
Activity Code Name Change for Activity Code _____		
Activity Code – Inactivation		

**REQUIRED ATTACHMENTS**

Please note, the following are required for Project Updates:

- 1) Budget for all additional or reduction of funds
- 2) Revised Notice of Award, Contract, or Agreement for all amendments
- 3) Email and/ or Notification of Revision
- 4) All requisite certifications for Projects

**REQUEST COMPLETED BY**

Last Name	<input type="text"/>	First Name	<input type="text"/>
Email	<input type="text"/>	Phone#	<input type="text"/>

**PROJECT HOLDER APPROVAL SIGNATURE** (EXCEPT ACTIVITY CODES & FUND CODES IF INITIATED BY CENTRAL FINANCE)

Project Holder's Signature _____	Print Name _____	Signed Date (YYYYIDDI ) _____
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**\*\* PROJECT HOLDER CHANGE ONLY DECLARATION AND APPROVAL SIGNATURE**

This signature of the Project Holder (Signing Authority) confirms the accuracy of the information provided, including an attestation that the certifications and/ or biosafety permits attached to this form are all inclusive and applicable to the project. It also signifies agreement to use the monies for the Sponsor's specified purposes, observe the Sponsor's terms and conditions, and follow the university policies and procedures. Further, the signature of the Project Holder (Signing Authority) authorizes to include the "Requestor," if different than the Project Holder when Research Accounting sends email notification upon completion of Project changes.

New Project Holder's Signature _____	Print Name _____	Signed Date (YYYYIDDI ) _____
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