

## Project Alteration Requests (PARs)

Project Managers are responsible for adhering to the terms of their proposed project and ensuring that project expenditures are in line with the approved budget, as outlined in the Letter of Agreement. PARs should be submitted when the scope of a project changes significantly. This includes:

- Moving funding between categories in an amount that is greater than 10% of the total budget or more than \$500, whichever is greater, (if the amount is less than 10%, or under \$500, a PAR is not required);
- Moving funding between approved personnel categories;
- Spending funding beyond the approved award end date;
- Significant changes to the scope of the overall project that was proposed and approved, even if financial changes are not requested.

Intent to deviate significantly from the approved project proposal and/or the original project budget should be communicated with the CSF Committee and the CSF Coordinator to determine if a PAR can be or should be submitted for review by the full CSF Committee. If you have communicated with the CSF and have confirmed permission to submit a PAR, please continue.

Directions: Please download this document, fill out your responses, and send it back to the CSF Coordinator, Emily Haworth, at [emilyhaworth@arizona.edu](mailto:emilyhaworth@arizona.edu). Your responses will be shared with the Committee, they will vote to approve or disapprove the project changes, and the PAR will then be sent out for signatures to finalize the project changes.

### **1. Please explicitly describe the alterations you are requesting to be reviewed.**

The major alteration proposed is to extend this project through Fiscal Year 2023. As of April 26<sup>th</sup>, 2022, we have had low sign up numbers for the Leave No Trace workshops and trainer courses. We believe that were we to extend this project one more year, we could offer open enrollment trainer courses and awareness courses to allow students to fully capitalize on this opportunity.

### **2. What is the rationale for the request?**

In keeping with the goals of the project, we are hoping to spread the Leave No Trace curriculum as widely as possible on the UArizona campus, and we firmly believe that for this to happen, we need to hold more open enrollment courses. These courses, provided for free, are intended to erase all barriers for students to access this training. Additionally, the intention is for these courses to be targeted to

students outside the already-existing sphere of Outdoor Recreation and our programming, in order to invite participants from groups not traditionally represented in the outdoor field.

**3. Are the proposed changes consistent with the original intent of the proposal?**

Yes, the original intent of the project was to increase access and eliminate financial barriers to those looking to seek LNT training. Holding more courses over the FY23 period will just allow us to further increase access.

**4. What are the benefits gained from the changes described above?**

The main benefit is to allow us to hold more open enrollment LNT trainer courses to the broader UArizona student body, furthering the initial intention of this project. Unfortunately due to the timing of the courses held this year, we did not complete as many training hours as we would have liked. This would also allow for us to actually double or even triple the amount of open enrollment trainer courses associated with this project.

**5. What is the current state/ progress of the project?**

The project thus far has been very successful, just to a certain demographic. We have trained all of our staff, our WILO (Women's Initiative In Leadership Outdoors) program, and our OATC (Outdoor Adventure Theme Community) students in LNT curriculum. We have also trained 2 of our students to help teach in the courses as well. However, we have struggled to fill and run the open enrollment courses that are not affiliated with our program in any way.

**What is the new timeline for the altered project, if applicable?**

This PAR is with the intention to simply extend the project through next fiscal year (FY23), to be able to hold more open enrollment trainer courses and awareness courses before the end of the project. This will end the project on June 30<sup>th</sup>, 2023. Within this time, we'd like to hold at least 2 trainer courses each semester and awareness courses as the need arises.

**6. Attach a new, fully updated budget sheet, if applicable.**

Not applicable, the budget will remain the same.



THE UNIVERSITY OF ARIZONA  
OFFICE OF SUSTAINABILITY

**CAMPUS  
SUSTAINABILITY FUND**

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Primary Project Manager

May 3, 2022

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Date

*Emily Haworth*

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Emily Haworth, Campus Sustainability Fund Coordinator

May 5, 2022

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Date