



THE UNIVERSITY OF ARIZONA
OFFICE OF SUSTAINABILITY

**CAMPUS
SUSTAINABILITY FUND**

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Environment & Natural Resources 2
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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. 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. **I am requesting student employees and installation fees from facilities (\$2035) to low-cost sensor purchase (PurpleAir) instead.**
2. What is the rationale for the request? **Facilities Management estimated \$300 per sensor installation. This wouldn't cover all sensors so I will use my own funds for installation. We wanted to expand the number of sensors to be installed.**
3. Are the proposed changes consistent with the original intent of the proposal? **Yes.**
4. What are the benefits gained from the changes described above? **We are expanding the number of sensors from the original number.**



5. What is the current state/ progress of the project? **We received a quote and are installing sensors in the upcoming week or two.**
6. What is the new timeline for the altered project, if applicable? **Installing sensors**
7. Attach a new, fully updated budget sheet, if applicable.

Chui Lin

Primary Project Manager

5/24/22

Date

Emily Haworth

Emily Haworth, Campus Sustainability Fund Coordinator

6.1.22

Date

Notes from Coordinator: The rationale for the budget shift is that the Project Managers were unable to hire a student for the Spring semester due to changing priorities and not posting the job position earlier in the semester. This PAR does in fact change the scope of the project as the project will no longer hire a student to work on the project. However, 2 PhD candidates have been working on this project and will continue to. Instead of hiring a student, they wish to purchase more sensors which will allow for a more robust sensor network. The total number of installed sensors purchased by the CSF will be 16 rather than the original 10.