

### 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.

We are requesting an extension for the grant until April 29<sup>th</sup>, 2023 as the previous date of 4/23 was postponed.

2. What is the rationale for the request?

An extension will allow us the leeway to determine a new date and plan accordingly.

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

Yes. The original intent remains the same.

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

The ability to identify a feasible date for the event and plan appropriately, secure speakers/exhibitors, and put logistics into place. This will also allow the event to occur after our new restroom facilities have been constructed.

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


The event is currently postponed and on-hold until a new date is determined. The advisory board members on the planning committee and myself will determine that new date and share that information when we have it.

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

We are looking for a date in the fall, though the extension will allow us to also consider winter/spring dates if necessary.

7. Attach a new, fully updated budget sheet, if applicable.

No new budget is applicable.

  
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Primary Project Manager

Apr 29, 2022  
\_\_\_\_\_  
Date

  
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Emily Haworth, Campus Sustainability Fund Coordinator

Apr 29, 2022  
\_\_\_\_\_  
Date