

## 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.  
There was a cost savings of \$2,733.20 on the shipping cost of the Freight Farms container. We are proposing utilizing this savings to fund additional student workers to be involved in the management and running of the project. The estimated total number of additional student worker hours that could be funded is approximately 178.
2. What is the rationale for the request?  
This allows Biosphere 2 to engage and expose more students to STEM, sustainable energy, water conservation, urban agriculture, and the future of food.
3. Are the proposed changes consistent with the original intent of the proposal?  
The proposed changes are consistent with the original intent. One of the main components of the proposal is to provide the opportunity for UArizona students to operate a new and



innovative vertical farming system to give them invaluable experience in sustainable practices, enhance their educational curriculum, and provide future job training.

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

This allows Biosphere 2 to increase the student involvement and provide additional time for the students to become connected with sustainability methods and the Biosphere 2.

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

The Freight Farms container has been received, installed and the Lead Terrestrial Research Specialist and Chief Horticulturalist is evaluating selection of the first crop for planting. This is the ideal time, in conjunction with the start of the Fall semester, to recruit students.

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

The timeline for the Feeding the Future project remains the same. The cost savings on shipping for the container will allow us to augment the educational and outreach objectives by recruiting and hiring additional student workers to help manage and run the Freight Farms.

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

Fully updated budget sheet is attached.

*John Adams*

Primary Project Manager

Aug 12, 2022

Date

**Emily Haworth**

Emily Haworth, Campus Sustainability Fund Coordinator

Aug 12, 2022

Date

**Signature:** *Emily Haworth*

**Email:** emilyhaworth@email.arizona.edu