**Change Request # ……**

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| --- | --- | --- | --- | --- | --- | --- |
| **Project ID** |  | | | | | |
| **Project Title** |  | | | | | |
| **PI name** |  | | | | | |
| **Change Request Details** | | | | | | |
| **Change Request Type** | | | | | | |
| **Change in budget:** | | | **Change in team:**  **In case of team member change, please attach:**   * **the new member’s resume** | **Change in duration:** | | **Change in equipment:** |
| **Requested change** | | | | | | |
|  | | | | | | |
| **Justification** | | | | | | |
|  | | | | | | |
| **PI’s Signature** | | (Please add your electronic signature) | | | **Date:** | |

**>> Directions:**

1. This form MUST be submitted by the PI via email: [requests@smartci.alexu.edu.eg](mailto:requests@smartci.alexu.edu.eg)