

Please be advised that any changes to the approved CIP Perkins Budget Narrative expenditures that result in a variance of more than 10% in any **function code** or **object code** area or any changes in the approved activities from the approved application requires advance permission and amendment to the CIP Budget Narrative. In order to request a change please follow these steps.

EDGAR 80.30 (d) & (f):

1. *Send an email to Reynold Gardner (reynold.gardner@state.or.us) and Donna Brant requesting an amendment to your grant. In the email describe:*
 - A. *The proposed changes and the Programs of Study involved (what is not being done and at what cost)*
 - B. *The rationale for the change (why the change is needed)*
 - C. *The new course of action and the Programs of Study involved (what are you now going to do and the costs associated with)*
2. *Email verification will be sent from ODE staff providing authorization to move forward and change the CIP Budget Narrative.*
3. *Enter new information into the CIP Budget Narrative and submit.*
4. *ODE staff will approve the revision in CIP Budget Narrative.*
5. *The revised plan is not authorized for spending until approved in the CIP Budget Narrative. A date stamp will appear in CIP Budget Narrative showing your revision is approved.*