

Oklahoma Center for the Advancement of Science and Technology (OCAST)  
**CONTRACT MODIFICATION REQUEST FORM**

The Contractor must submit this Contract Modification Request Form to OCAST when requesting a modification to a research contract in one of the following research programs: Applied Research, Health Research, Plant Sciences, Intern R&D, or Nanotechnology Applications. The Contractor must receive approval from OCAST prior to incurring such costs.

**A. GENERAL INFORMATION**

PI: \_\_\_\_\_ Project: \_\_\_\_\_

Contract #: \_\_\_\_\_ Funding Period: \_\_\_\_\_ to \_\_\_\_\_

Contact Person Name & PH #: \_\_\_\_\_ Contact Person Address: \_\_\_\_\_

**B. REQUEST MODIFICATION.** PI and contractor must follow the OCAST CONTRACT MODIFICATION POLICY AND PROCEDURES. Indicate below the type of modification requested.

1. \_\_\_\_ No-cost extension - \_\_\_\_\_ Attach a project progress report if required.
2. \_\_\_\_ Change in PI - \_\_\_\_\_ Attach a current vita of the proposed PI.
3. \_\_\_\_ Matching Documentation. Contractor must attach required documentation of proposed match.
4. \_\_\_\_ Other \_\_\_\_\_

This form may be used for change of contractor, contract termination or other modifications as needed.

**C. MODIFICATION JUSTIFICATION.** Justify the modification as detailed in the OCAST CONTRACT MODIFICATION POLICY AND PROCEDURES.

**D. AUTHORIZED SIGNATURES**

Designated Contract Official (print name)	Principal Investigator (print name)	Designated OCAST Official (print name)
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

**OCAST ACTION:**

Approved	Not Approved	
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Oklahoma Center for the Advancement of Science and Technology (OCAST)  
**OCAST CONTRACT MODIFICATION POLICY AND PROCEDURES**

When a modification is proposed for a research contract under Applied Research, Health Research, Intern R&D, Plant Sciences, or Nanotechnology Applications programs, the Contractor must provide OCAST with a completed OCAST Contract Modification Request Form signed by the Principal Investigator and an authorized official of the contracting organization. All requests must be submitted prior to the end date of the contract. The PI must complete all sections – A, B, C, and D – of the OCAST Contract Modification Request Form and submit a signed original request before OCAST is able to take action.

**INSTRUCTIONS FOR COMPLETING AN OCAST CONTRACT MODIFICATION REQUEST**

**Required Uses of this Form.**

**1. No-cost extension.**

For years other than the final year, OCAST can allow a no-cost extension, if circumstances warrant it, and if the project receives a satisfactory performance evaluation on a progress report received at least sixty (60) days prior to the end date of the contract.

In the final year, OCAST can allow a no-cost extension of projects up to thirty (30) days, under well-justified circumstances, without a progress report. A no-cost extension of more than thirty (30) days can be allowed, if circumstances warrant it, and if the project receives a satisfactory performance evaluation on an interim progress report received prior to the end date of the contract.

**2. Change of PI.** Change of PI requires outside review. Contractor must submit the following:

- a) The name of the proposed PI (Part B of this form);
- b) An explanation of why the project requires a new PI and why the proposed PI is qualified to complete the project (Part C of this form);
- c) A current vita of the proposed PI.

**3. Change in Certified Match.** Change of certified match may require outside review. The Contract must receive OCAST approval prior to incurring costs to be reimbursed by OCAST in accordance with the proposed match. The Contractor must submit the following:

- a) A discussion of why the matching requirement, as originally pledged, is no longer feasible for the project and why the proposed matching is appropriate for the project (Part C of this form);
- b) Documentation of matching monies, grants and contracts or machinery or equipment that are proposed to replace the match documented in the contract.

**Other Uses of this Form.** This form may also be used for change of contractor, contract termination, project termination, or other modifications as needed.

**Submission.** The Contractor must submit the completed Contract Modification Request Form to OCAST at the following address:

OKLAHOMA CENTER FOR THE ADVANCEMENT  
OF SCIENCE AND TECHNOLOGY (OCAST)  
Programs Division  
755 Research Parkway, Ste 110  
Oklahoma City, OK 73104-3612

If further assistance is needed, contact the OCAST Contracts Compliance Officer or the Director of Programs at (405) 319-8400. Both the PI and designated contract official of the contracting organization will receive a copy of the signed request form indicating whether the request is approved or not approved.