

Change of Scope Request

A Change of Scope (COS) is defined as changes made to a grant proposal or an activity after biomerieux has granted its approval.

Biomerieux must be notified AND approve all changes of scope prior to implementation.

Examples of changes requiring approval may include, but are not limited to:

Date, time, and/or venue/location of live/in-person activities .

Launch date and/or expiration date of enduring activities.

Activity types

Addition or deletion of components of an activity.

Accredited provider, educational partner, or number of credits.

Proposed content.

Instructional design, including educational gaps/underlying educational needs, learning objectives, format, and/or assessment methods/outcomes methodology.

Budget and changes to Financial Support, including reallocation of budget, number of supporters, or additional sources of income that impact the original proposal, including an excess of funding.

Please note: All budget and title related changes will require an amendment to the Letter of Agreement.

Submission: All COS requests must be submitted via the Grant Funding Portal and must include a completed Change of Scope Request Form and a revised budget (regardless of whether the change of scope impacts the total activity costs). We cannot accept COS requests over email. If you have questions about whether a Change of Scope is required, please email; **Sharon.Adams1@biomerieux.com**

Change of Scope Request Form

Instructions:

Please complete all fields. Incomplete submissions will be returned.

If a field is not applicable, insert "N/A"

<u>Request Element</u>	<u>Original Proposal</u>	<u>Requested Change</u>
<u>Grant Name</u>		
<u>Organization</u>		
<u>Program Title</u>		
<u>Learning Objectives</u>		
<u>Content/Agenda</u>		
<u>Format</u>		
<u>Estimated # of Participants (Live)</u>		
<u>Estimated # of Completers (Live)</u>		
<u>Estimated # of Participants (Enduring)</u>		
<u>Estimated # of Completers (Enduring)</u>		
<u>Start date- Live Activity</u>		
<u>End date – Live Activity</u>		
<u>Start date- Enduring</u>		
<u>End date – Enduring</u>		
<u>Total Budget</u>		
<u>Requested Amount</u>		

