**Project Change Notices : A Quick Guide**

When should you do a Project Change Notice?

- You need to revise your budget
- Have a change in personnel funded on the grant
- Have a change in project scope
1. **Identifying information:** In this section you’ll need to fill out the Sub-grantee Name, Project Name, Sub-Grant Number, and Change Number (1 for the first change requested, 2 for the next etc.) The rest of the information is already filled out or will fill out automatically when the next section is complete.

2. **Budget:** Everyone will fill out their current budget regardless if they are requesting a change in budget or not. This should also auto fill in the ‘federal funds,’ ‘matching funds,’ and ‘total grant award’ amounts in section 1. Those who are not revising their budget will just fill out their current amounts and move along, but those who are requesting revisions will also fill out the revision amounts column following the instructions on the form. *(See highlighted column.)*

3. **Personnel:** Follow instructions on the form, only those requesting a personnel change need to fill this section out.

4. **Change in project Scope:** Follow instructions on form, only those requesting a change in project scope need to fill this section out.

5. **Sub-grantee Acceptance:** Once the other areas are filled out, then print the form and have this final section signed.

Please also note the 2nd page, which you can find by clicking the yellow tab labeled “Explanation.” On this page you can provide a written explanation as to what changes are being made, why, and anything else you feel you need to let us know about. If you are looking for budget revisions to be made, please submit justification for the changes.

For personnel change we request you send in the job description and resume for the replacement with your completed PCN.

When the form is filled out and signed, please send a signed copy to Megan Nelson at either of the following emails...

MNelson@ag.nv.gov
Or
AGGrants@ag.nv.gov

You may also send it in through the postal system to...

Attn: Megan Nelson - Grants
Office of the Attorney General
100 N Carson St
Carson City, NV 89701