Pfizer Independent Grants for Learning & Change
Request for Scope Change

If a request for a timeline extension/scope change is received by Pfizer, a report will be assigned to the Grant Requestor in the Grant Management System. You will receive an email notifying you that it is available. Below is a copy of the questions that will be asked.

The information provided will be used to evaluate your request for a timeline extension/scope change* for your approved request. You will be informed of IGLC’s decision within one month.

If this is for a Full Proposal and it has been close to 6 months since your last interim report was completed you will be asked to complete another interim report.

*Note: all timeline extension/scope change requests must be budget neutral

If you have any questions about this report or process, please contact the Grant Officer assigned to your project or email IGLC@pfizer.com.

Project Title  <<Project Title of Approved Full Proposal>>
Organization Name  <<Requesting Organization>>
Current End Date  <<Current End Date Listed in Full Proposal>>

*Brief Description of Change
Briefly describe what has changed from the original proposal.
(2000 character maximum)

*Rationale for Change
Please explain the rationale for the requested change.
(2000 character maximum)
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*Changes in Timeline
Have there been any changes to the timeline as listed in the original proposal?

Changes in Timeline Explanation
Please describe the changes in the timeline.

(2000 character maximum)

Revised End Date
Enter the new desired end date.

(DD/MM/YYYY)

*Changes in Project Staff
Have there been any changes to the project staff as listed in the original proposal?

*Additional Change in Scope
Has the scope of the project changed (aside from timeline or project staff) from that described in the original proposal?

*Desired Outcome
Do you still expect to achieve the desired outcome as described in the original proposal? Please explain.

(2000 character maximum)

*Timeline
Upload a revised timeline that includes the details of the changes from the original timeline. A suggested format is a table with a column showing the original timeline and a column showing the revised timeline for easy comparison.

*Budget
Upload the current budget and ensure it includes any revisions that are planned to accommodate the change(s) in scope. If the budget has not been re-allocated to account for the change(s) in scope, kindly upload the original budget. NOTE: Additional funds may not be requested through this form.