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| To: | Administration Team, ORKTS c/o Medicine Panel |
|  | (Email: mugilau@cuhk.edu.hk)  |
|  | *(All applications of Direct Grant for Research should be sent to the Medicine Panel for processing)* |

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| **Change Request Form** |

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| 1. **Project Particulars**
 |
| Funding Scheme | Direct Grant for Research |
| Name of PI |       |
| Department |  |
| Project Title (Project Code) |       |
| Project Duration (in months) |       |
| Awarded Amount | HK$ |       | Available Balance | HK$ |       |

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| 1. **Request for Change(s)**
 |
| **Type** | **Details** |
| [ ]  Project Extension | Originally approved project duration: |
| Total period (in months): |       | Start date: |       | End date: |       |
| Requested extension: |
| Proposal extension (in months): |       | Proposed end date: |       |
| Any extension approved Previously?Yes [ ]  No [ ]  | If yes, please provide details on the extended period and approval date |
|  | Extended period | Approval date |
| 1st |       to       |       |
| 2nd |       to       |       |
| [ ]  Change of PI | New PI’s particulars:  |
| Name: |       | Position: |       | Academic Unit: |       |
| [ ]  Budget Revision | Budget item\* | 1. Originally approved
 | 1. Proposed virement
 | Difference i.e. (b)-(a) |
|  | 0 | 0 | 0 |
|  | 0 | 0 | 0 |
|  | 0 | 0 | 0 |
|   | 0 | 0 | 0 |
|  | 0 | 0 | 0 |
|  | 0 | 0 | 0 |
|  | 0 | 0 | 0 |
| **Total** | **0** | **0** | **0** |
| *\*For newly added item(s), please* ***select*** *it with “(New)”, e.g. Conference (New).* |
| [ ]  Others | Please specify:       |

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| 1. **Justifications for the requested change(s)**
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|       |

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|  |  |  |       |
| Signature of PI: |  |  |
|  |  | (Name: ) |  | Date |

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| For Direct Grant, endorsement from Panel Convener is required |
| Signature of endorser: |  |  |  |
|  | Prof. Lo, Yuk Ming Dennis(Convener of Medicine Panel) |  | Date |
|  |  |
| c.c. | Accounts Office |
|  | ORKTS |
|  | Principal Investigator |