

INTERNAL APPROVAL REQUEST

Internal Request for _____ **(Action)**

Foundation Account #: _____

Description of and justification for proposed action:

Assurances:

I certify that the budget revision is:

1. Necessary to achieve the project objectives supported by the project.
2. Consistent with the grant terms and conditions.
3. Not constituting a change in scope of the project.

Project Director/Date

4. I certify that the above request is consistent with agency and SJSU Foundation policies.

Director of Sponsored Programs/Date

5. The above request has been reviewed and approved with respect to academic aspects.

College Dean/Date