Date

Contact Info

**Re: IC Modification Request**

Dear IC Compliance,

Please consider the following request to modify the IC submission for (IC Name), dated (date of original submission).

I am requesting that (e.g. project period and/or project fee, other) be modified to (insert requested modification Fee & Date). The reason for the modification is as follows: (insert detailed justification).

All other terms of the original IC contract are to remain in place.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Date Dean/Budget Director Signature Date Independent Contractor Signature

***Finance and Business Office Use Only:***

***Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_***

**❒ \_\_\_\_ approved ❒ \_\_\_\_not approved**

**Comments:**