

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: