**Scottish Funding Council  
Innovation Voucher - Project Change Request Form**

Complete this form if there has been a delay or a change to the project and await approval. This form should be returned to [applications@interface-online.org.uk](mailto:applications@interface-online.org.uk)

**The final report and invoice need to be submitted within 4 weeks of the project completion so please be realistic with the proposed completion date.**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Project title** |  |
| **University/FE College Name** |  |
| **Requested by** |  |
| **Date Requested** |  |
| **Original Approved Start Date of Project** |  |
| **Original Approved End Date of Project** |  |

|  |
| --- |
| **Change Request Description** |
| *(Describe the change)*  **Proposed Revised Start date:**  **Proposed Revised End date:** |
| *(Business or Technical Reason for the request)* |
| *(Priority - High / Medium / Low)* |
| *(Impact if the change is not made)* |
| ***Please confirm that the Lead Partner has discussed and agreed the amended timescales with the Company: Yes/No*** |

**For Official Use by SFC**

|  |  |
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| **Date form received** |  |
| **Change request approved / denied** |  |
| **Action to be taken** |  |