



## How to Manage Unexpected SBIR/STTR Project Changes

In research it is inevitable that what was included in a project will change prior to or during the award period. Changes are the rule rather than the exception in most cases. Examples of some variables to can occur are:

- The cost of supplies increases
- The number of animals needed changes
- The animal model is no longer valid
- Key persons identified are no longer available
- The project will take longer than expected

All is not lost; some changes can be made by the company without agency notification or permission and others will require that you alert the agency. Here are some common changes that require agency notification.

- Change of scope of the project
- Change in animal model
- Change in sub-awardee
- Change in human subjects
- More than one no-cost extension
- Change in PI or reduced effort of the PI

**Tip:** Anytime you have a change to make, contact the agency with a suggested solution to the problem. For example, when making a change in PI, write a cover letter that provides:

- The need for the change
- Any budget implications resulting from the change,
- Introduces the new, equally or better qualified, PI
- The new PI's biosketch

A thoughtful approach and reasonable explanation can prevent a lot of headaches when inevitable changes occur on the path to SBIR/STTR funding.