

## **Karl Lo Award Amendment Applications Guidelines:**

*Applications required Steering Committee endorsement:*

### **1. Budget changes:**

- **Reallocation within the approved total** (e.g., moving funds between line items).
  - If shift within budget category → Secretariat review & approval.
- **Change to the total award amount** (increase or decrease) → **Steering Committee approval** (typically discouraged).
- **Project termination** (early closeout) → **Steering Committee approval**.

*Applications do not require Steering Committee approval and will directly be reviewed by PRRLA Secretariat:*

1. **Minor, non-budget amendments** (e.g., project title refinement, non-PI staff changes, timeline adjustments, clarification of tasks that do not impact outcomes).
2. **Administrative updates** (contact details, institutional compliance confirmations, etc.).