

## WBS Element Change Form (Non-Sponsored Projects Only)

This form must be completed to request changes to Non-Sponsored Projects. You only need to enter information for attributes you want to change. If you have any questions, contact the Sponsored Projects Accounting Office at 974-2591. Please send the completed form to the Development Office at 600 AHT for Gifts and to the VC-Budget & Finance Office at 407 AHT for Chairs and Centers.

Person Completing Form: \_\_\_\_\_ Phone No: \_\_\_\_\_

WBS Element Number \_\_\_\_\_ Do you want to close the WBS Element?    Yes    No

<u>Attribute</u>	<u>Current Attribute Data</u>	<u>Requested Change</u>
Short Name (20 Characters)	_____	_____
Long Name (40 Characters)	_____	_____
*Responsible Person Name	_____	_____
*Responsible Person PERNR	_____	_____
Prin Inv Name	_____	_____
Prin Inv PERNR	_____	_____
*Bookkeeper Name	_____	_____
*Bookkeeper PERNR	_____	_____
End Date	_____	_____
*Funds Center	_____	_____
College	_____	_____
Department	_____	_____
MOU Reporting Area	_____	_____
Dean/Director Code	_____	_____

**REQUIRED EXPLANATION:** Please provide a brief explanation addressing the reason for the requested change and attach any supporting documentation.

\*You only need to fill out one form for multiple fund center or multiple name changes. A list of the changes can be attached. For multiple responsible person or bookkeeper changes, please email a spreadsheet to [aatkins1@utk.edu](mailto:aatkins1@utk.edu) along with sending a signed form to the Development office.

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Development

Chief Business Officer

Sponsored Project Accounting