**Requesting a change to your Research Council project**

The following steps should be followed when the following grant changes are required:

Extension to the end date of the grant

Extension to the submission date of the final report

Significant budget / staffing changes

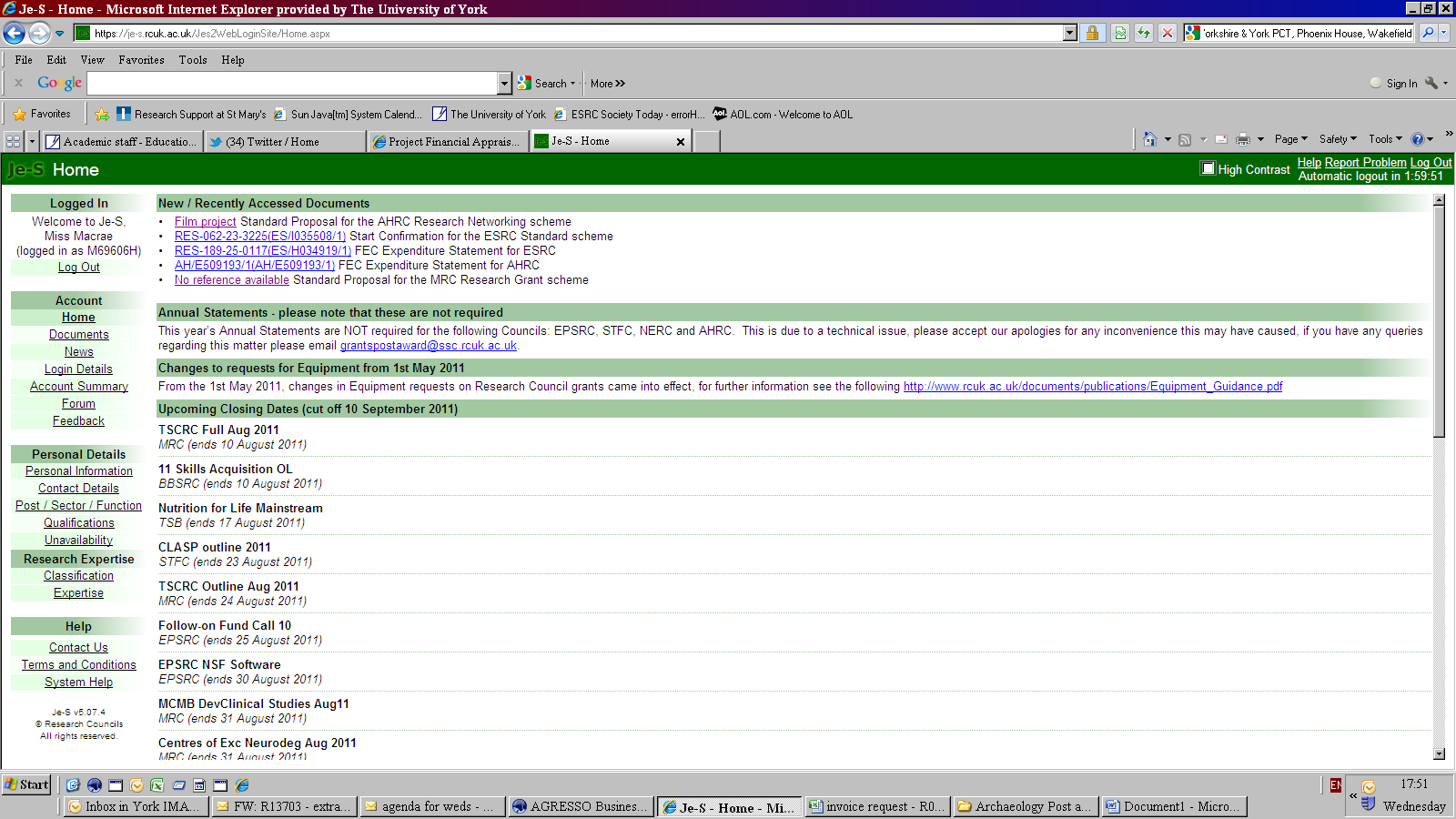
Change of Principal or Co-Investigators

Request to suspend or terminate a grant

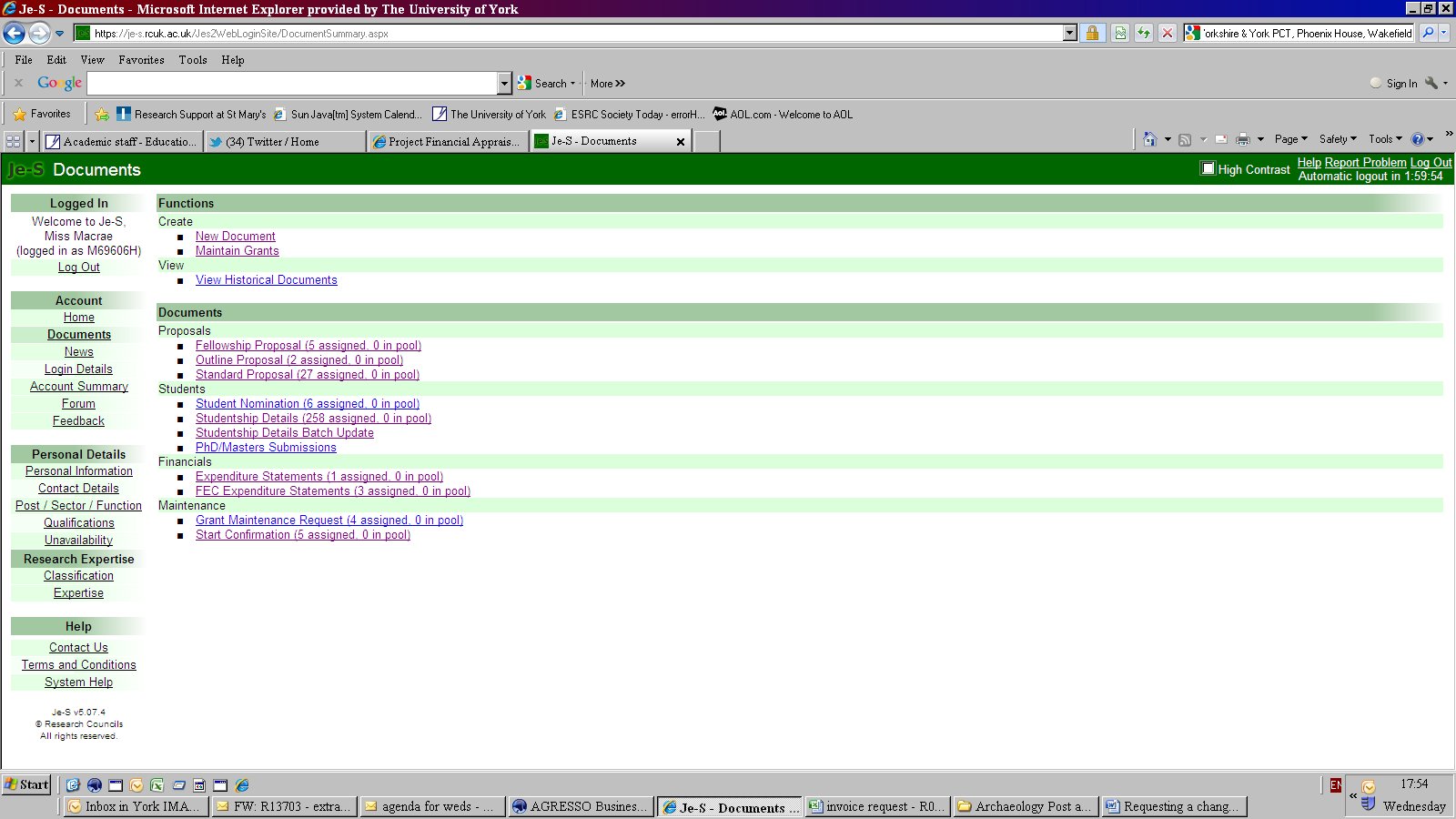
Request to resume a grant following suspension

Transferral of a grant to another institution

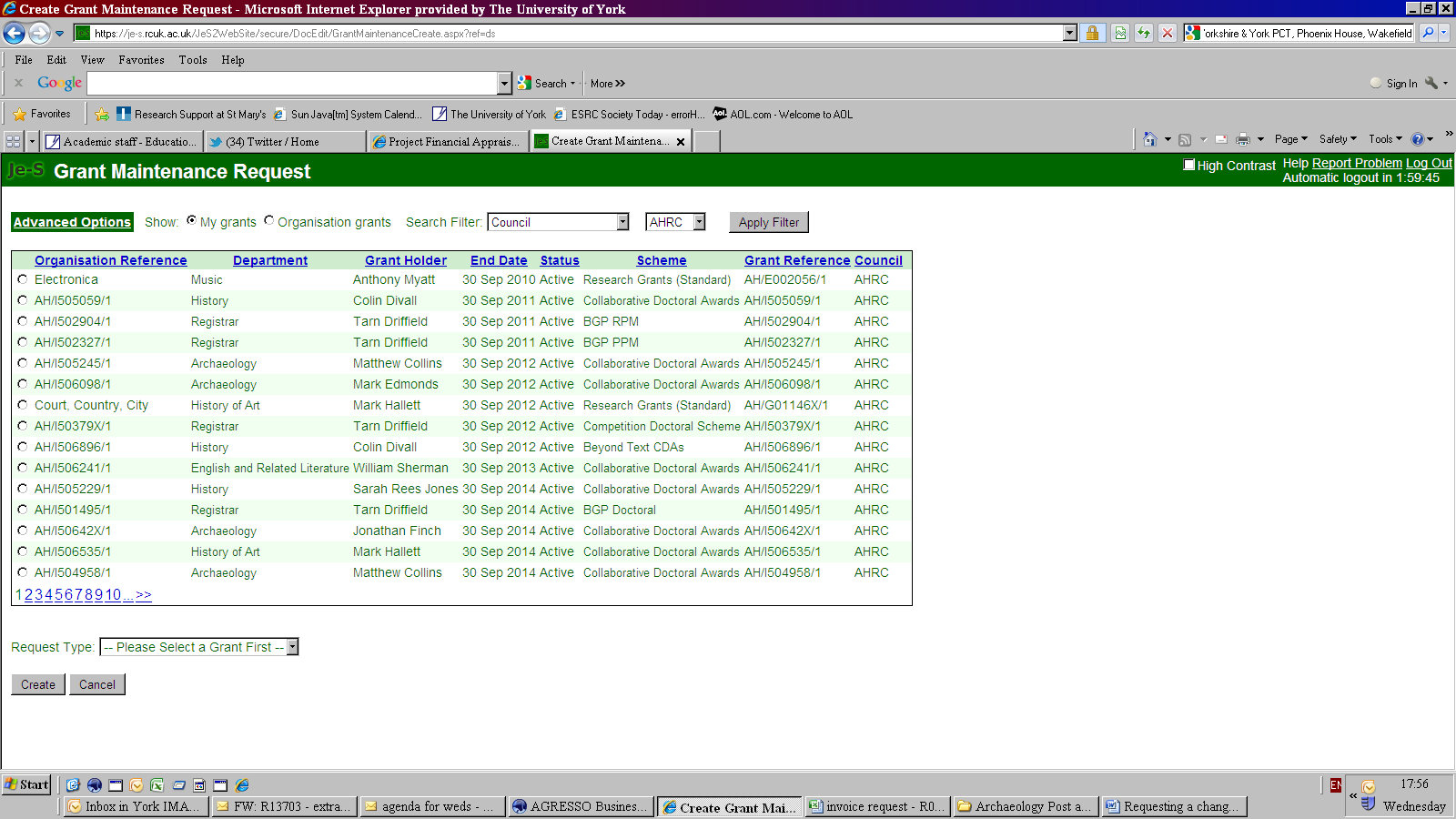
1. Log into the JeS system at <https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx>
2. Select ‘Documents’ from the menu:



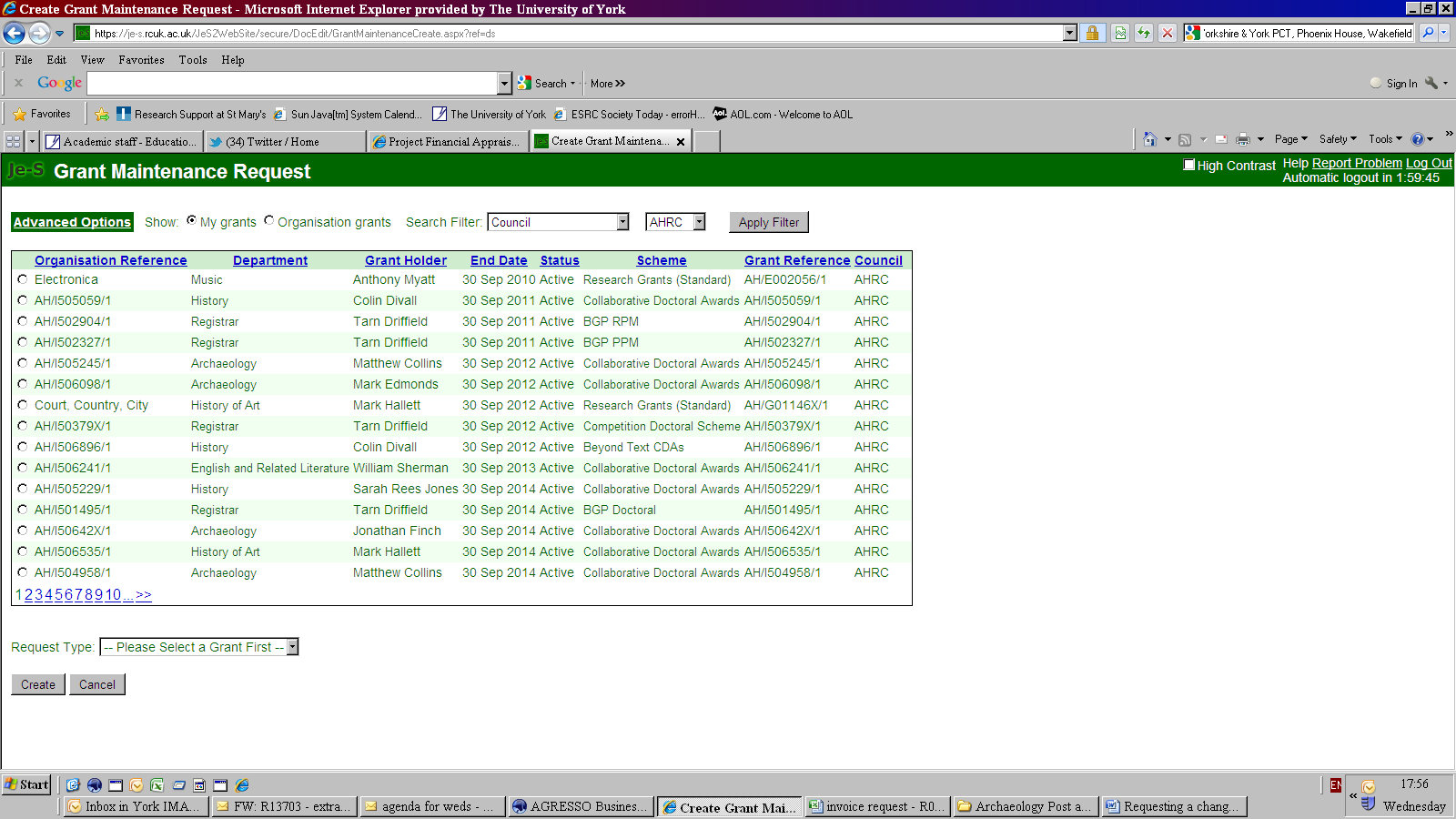
1. Select ‘Maintain grants’



1. Search for relevant council and find the relevant grant.



1. Click on the circle next to the grant you wish to request a change on. Then select the request type and ‘create’



1. A document will be created for you to complete. Once you have completed all the required sections you will see that the red cross becomes a green tick. You then select ‘submit document’. The document is then forwarded to the university submitter pool to be processed by the relevant Grant Coordinator.