



XXX State Department of Agriculture

Division of Agriculture
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MEMORANDUM

TO: Trista Etzig; Project Manager, Specialty Crop Block Grant Program

FROM: Tom Jones; Manager, Marketing and Development Branch

DATE: May 5, 2015


RE: Request for Special Purpose Equipment for AMS Agreement 12-25-B-XXXX 

The XXX State Department of Agriculture (the Department) would like to amend the project entitled *Developing RNA Vaccines to Manage Pepino Mosaic Virus* in AMS Agreement 12-25-B-XXXX to purchase additional equipment. Please see the detail below that describes the reason and extent of the changes to the project:

JUSTIFICATION:

After the starting the research project, we observed that there was a greater need for the 96-well thermocycler. The 96-well thermocycler that was purchased with grant funds cannot keep up with the demand for the completion of all the project activities. Consequently, we would like to divert \$5,000 from personnel and fringe benefits (Senior Research Specialist) to equipment to keep up with the demands of this project. The lower personnel expense will not affect our ability to complete the tasks of this research. XYZ State University will provide a greater amount of in-kind contribution of its researchers' time.

EQUIPMENT DESCRIPTION & PRICING INFORMATION:

The additional 96-well thermocycler will be used to accommodate the large numbers of PCR-related experiments outlined in the project. This equipment will only be used for the project entitled *Developing RNA Vaccines to Manage Pepino Mosaic Virus*. The cost of this item will be an additional \$5,000, which, as stated earlier, will be diverted from the personnel and fringe benefit cost categories. 

If you have any questions concerning this requested amendment, please feel free to contact me. If necessary, I will be more than happy to discuss and ratify this request to ensure that it meets the requirements of the Specialty Crop Block Grant Program.

Sincerely,

X

Tom Jones



Tom Jones
Manager