A change of scope (COS) is defined as any substantive change to a grant proposal after grant approval.

GSK must be notified of a change of scope no later than **60 days prior to the program start date**.

A COS must be approved by GSK prior to program implementation.

Substantive changes requiring approval include, but are not limited to­:

* Date, time, and venue/location of approved activities
* Activity number or type, including the addition or deletion of activities
* Start date or end date of activities including enduring/on-demand activities
* Accredited provider or educational partner(s)
* Learning objectives of proposed program or activities
* Financial support
* Reduced number of intended financial supporters, particularly conversion from multi-support to single support, reduced level of secured funding, or insufficient funding to deliver original proposal
* Excess funding, including requested support and attendee registration fees

Please submit the following documents as attachments in an email to [CenterforMedicalEducation@gsk.com](mailto:CenterforMedicalEducation@gsk.com):

1. **Change of scope request template** that outlines the proposed changes in a table format (see below)
2. **Change of scope budget template** that outlines the proposed changes in an excel format (see attached)



A COS request will not move forward in the review process until all documentation has been submitted for review.

GSK will review and respond as promptly as we are able. GSK approval is required prior to program implementation.

**Request ID #:**

**Rationale for Change of Scope:**

|  |  |  |
| --- | --- | --- |
|  | **Original Proposal** | **Change of Scope Proposed** |
| **Overall Program Details** |  |  |
| **Program Title** |  |  |
| **Educational/Learning Objectives** |  |  |
| **Audience Group/ Specialty** |  |  |
| **Financial Support** (eg, change to multi- or single support) |  |  |
| **Educational Partner** |  |  |
| **Live Delivery Format** | **Original Proposal** | **Change of Scope Proposed** |
| **# Live Activities** |  |  |
| **Live Activity Date** |  |  |
| **Live Activity Format** |  |  |
| **# Expected Learners** |  |  |
| **# Faculty** |  |  |
| **# Expected Credits** |  |  |
| **Enduring Delivery Format** | **Original Proposal** | **Change of Scope Proposed** |
| **# Enduring Activities** |  |  |
| **Enduring Activity Date** |  |  |
| **Enduring Activity Format** |  |  |
| **# Expected Learners** |  |  |
| **# Faculty** |  |  |
| **# Expected Credits** |  |  |