**Use this report template** to collect the information required on the [Capstone Project Change Request SUBMISSION](http://umassmed.edu/oume/capstone-course/csd-forms-and--reports/csd-project-change-rewrite) form, which you will access via the Capstone BBL classroom.

The Project Change Request form must be submitted **in advance** of making any modifications to your previously submitted project***topic*, *design* or *method*,** or ***advising***. An appropriate review of alternative methods that would allow you to continue your project as it was proposed should be completed before considering any substantial changes.

**Please do not begin any changes** until you receive acknowledgement from the Capstone Leadership that they do not require additional information, such as a new project proposal or a more detailed project timeline, or would like to meet with you to discuss your planned changes

* Student name
* Student email
* Anticipated Degree Program
* MD student
* MD GHP student
* MD CTRP student
* MD-PhD student
* Your current *Curriculum Year*
* Foundations of Medicine 1 (FOM1)
* Foundations of Medicine 2 (FOM2)
* Core Clinical Experience (CCE)
* Advanced Studies (AS)
* Project Advisor Name

*Note:* You must discuss your project modification(s) with your Advisor beforesubmitting a request for change(s) to your project

* Capstone Team Contact
* Rachel Gerstein PhD | CSD Course Co-Leader | Blackstone & Tatnuck (Fan)
* Steven Hatch MD MS | CSD Course Co-Leader | Burncoat & Tatnuck (Gibson)
* Carolina Ionete MD PhD | CSD Course Co-Leader | Quinsigamond & Tatnuck (Halpin)
* Colleen Burnham MBA | Program Manager | Kelley & Tatnuck (Bennet)
* LC Mentor name
* Project Title (current working or actual)
* Group Project – if this is a group project, 1) list group member names and 2) notify the members of your group before submitting your request for change(s) to your project

## Change Type | select the most appropriate category(s) and continue as directed

*Note:* complete as many sections as are appropriate to the changes you are requesting

* [**Change of Program**](#_Change_of_Program): select this section if, for example, you have been accepted into the Senior Scholars Program or if you have changed your status in the GHP, CTRP, or MD PhD programs
* [**Change of Topic**](#_Change_of_Topic): select this section if you would like to change your project topic, but not necessarily the method for its completion
* [**Change of Design or Methodology**](#_Change_of_Design_1): select this section if you would like to study the same topic in a different way (eg, theoretical study instead of bench investigation)
* [**Change of Advisor**](#_Change_of_Advisor): select this section if you would like to change your Capstone Project Advisor

## Change of Program

* I have applied to and been accepted into the Senior Scholars Program
* I have decided to NOT complete a Senior Scholars project
* I will be completing a Senior Scholars project IN ADDITION TO my Capstone project

Provide a brief explanation of how this change will impact your Capstone student status including, for example

* Group Membership
* Formal Research Team membership

## Change of Topic

* Reason for change
* Difficulty completing original project
* Desire to work with new advisor
* Newfound interest
* Unable to use original design/methods
* Other
* New Title
* Provide a short paragraph describing the new topic. Include any IRB review implications, and the new timeline that you have discussed with your project advisor.
* Describe any IRB, IACUC, and or SAS review implications as a result of your topic change
* Outline the new timeline that you have discussed with your project advisor

## Change of Design or Methodology

* Provide a short paragraph explaining the design/method change. Include any IRB review implications, and the new timeline that you have discussed with your project advisor. [textbox]

## Change of Advisor

* Reason for change (select all that apply)
* Schedule conflicts
* Advisor leaving institution
* Identified advisor with closer interest or expertise
* Project change
* Incompatibility
* Other - Explain
* Have you discussed this change with your current Capstone Advisor?
* Yes – we agreed that this will be a positive change
* No – we have a meeting scheduled
* No – I’m waiting to meet with him/her
* No – I would like to discuss this with the CSD team prior to meeting with my advisor
* Has your new advisor completed the *Advisor Interest* form? [Yes/No]
  + If not, refer them to<http://umassmed.edu/oume/capstone-course/csd-forms-and--reports/capstone-advisor-interest/>
* Provide a brief explanation of any anticipated impact on other project components (eg, group membership, IRB/IACUC/SAS, etc)