

REQUEST FOR PRIOR APPROVAL OF CHANGES IN FEDERAL GRANT

Principal Investigator(s)	Department(s)
Agency	Federal Agency Grant No.
	NU Budget (Account) No.
Current Budget Period: Start Date	Current Budget Period End Date

Please check the type of change requested below:

- NO-COST EXTENSION** of up to 12 months. **Provide a new termination date** _____ .
 (Federal rules do **not** allow extensions simply to use up unspent grant funds.)
- EQUIPMENT PURCHASE:**
- **Special Purpose.** Request to purchase equipment having an acquisition cost of \$5,000 or more for items not identified in the original agency-approved budget.
 - **General Purpose Equipment** (office equipment, fax equipment, refrigerators, etc.). Request to purchase general purpose equipment will not be approved unless it can be demonstrated that it will be used exclusively for the conduct of research.
- OTHER** request (*please describe*)

For **PRE-AWARD COSTS** approval, please use the *Preaward Financial Commitment Form* available from DSPA (xt.5600) and on line at the NU Research website.

A detailed programmatic justification is required for any change requested, on page 2 of this form.

Approval of any of the above requests will , will not require rebudgeting. If rebudgeting is required, indicate amounts and budget categories which will be affected:

	Transfer	from	Account ID/Object Code	to	Account ID/Object Code
\$	_____	_____	_____	_____	_____
\$	_____	_____	_____	_____	_____
\$	_____	_____	_____	_____	_____

Certification of Principal Investigator(s): This request is proper to and consistent with the scope and objectives of the project as approved by the agency. Rebudgeting will not hinder completion of the approved project, nor increase the total amount to be expended.

Signature of Principal Investigator	Date	Signature of Principal Investigator	Date
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Approvals: This request has been reviewed for consistency with Agency, University, college and departmental policies, and approval is recommended.

Department Chair	Date	DSPA Grant & Contract Specialist	Date
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College Dean/Unit Head/Designee	Date	Approved: Director, DSPA/Designee	Date
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Northeastern University
Division of Sponsored Project Administration
Institutional Prior Approval System (IPAS) for the Management of Federal Grants

Several Federal agencies have transferred to the University the authority to approve certain changes. This IPAS form has been developed to assist principal investigators to submit requests for certain types of changes in Federally-funded projects. All requests for prior approvals must be in writing, well-justified, and accompanied by supporting documentation where necessary, to ensure that the revisions are reasonable and appropriate. DSPA will determine whether the change is allowable under the terms of the grant instrument or under Federal regulations.

PI(s) should complete both sides of this form, sign where indicated, and obtain the signatures of their department chair(s) and dean(s) before forwarding the document(s) to the DSPA Grant and Contract Specialist.

Note : Approval for any changes specified on the reverse side must be obtained PRIOR to implementing those changes. Request for approval of changes that have already occurred will not be reviewed, and cannot be approved by the University.

Principal Investigator(s) _____

JUSTIFICATION:

Changes which Require Agency Prior Approval

If any of the changes listed below need to be made, ***submit to your DSPA Grant and Contract Specialist*** a letter addressed to the appropriate agency official describing the change(s) requested with a detailed statement of justification. DSPA will review your request, and if approved will endorse it and forward it to the agency. The agency's action on your request will be communicated to you.

- change in the scope or objectives of the project.
- change in the principal investigator and/or key personnel.
- absence by the principal investigator for more than 3 months, or a 25% or more reduction in time devoted to the project by the principal investigator.
- need for additional Federal funding.
- transfer of funds allotted for training into other budget categories.
- change in subcontractor/subawardee, or transfer of any significant portion of work, unless approved in original award.