

VALPARAISO UNIVERSITY

Prior Approval Form for Sponsored Programs

Principal Investigator:

Awarding Agency:

Department:

Award Number:

Project Fund:

Current award period:

1. Approval is requested for:

- No-Cost Extension – New end date requested: _____ (request must be submitted 30 days prior to end of award or in compliance with award notice, if different). Explain the programmatic basis for the extension below, or attach a separate sheet. (First time NSF extension requests must be submitted through Fastlane - do not use this form.)
- Budget Revision – Describe below or attach a separate sheet describing the budget revision request and provide adequate justification. Include budget categories to be revised (i.e., categories to be reduced, increased, and by what amounts). If a change effects cost-share or faculty release time the Dean/Chair signature is required.*
- Addition of Subaward recipients(s) not included at the proposal/award stage – Explain the need to add a subaward recipient below. Attach a scope of work, budget and letter of commitment from subcontracting institution(s). Indicate how grant funds will be reallocated in the current budget to accommodate subcontract costs.
- Pre-Award Costs (up to 90 days prior to start date) - Expected start date of the award: _____ Attach any documentation/email signifying the anticipated approval of the award. *(Please note that the Dean/Department is financially responsible for pre-award costs in the event an award is not received)* Dean/Chair signature is required* if this box is checked. (Provide explanation/justification for request below).
- Reduction of time for key personnel – Indicate the amount of time that effort is to be reduced for any personnel named in the award document.

2. Explanation/Justification:

Briefly cite scientific, technical or administrative reason(s) for this action. Attach additional pages, if necessary.

3. REQUIRED APPROVAL SIGNATURES

Principal Investigator

DATE

Phone Number/Extension

*Dean/Chair or equivalent (if required)

DATE

Sponsored Research

DATE

Sponsored Research Use: Expanded authority for request?: Y / N If no, Agency requirement: