

**VALPARAISO UNIVERSITY**  
**Office of Sponsored and Student Research**  
**Prior Approval (Change) Form**

PI Name

Funder Name

PI Department

Award Number

Project Title

Current Award  
Period

**APPROVAL REQUEST**

**No-Cost Extension**

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. NOTE: First time NSF extension requests must be submitted through Fastlane/Research.gov. Do not use this form.

*New End Date Requested*

**Budget Revision**

Describe and justify the budget revision. Include budget categories to be revised (i.e., categories to be reduced, increased, and by what amounts). If a change affects cost-share or faculty release time, the Dean/Chair signature is required.

**Addition of Subaward Recipient(s)** not previously included

Explain the need to add a subaward recipient. Attach a scope of work, budget with budget justification, and a letter of commitment from subcontracting institution(s). Explain how grant funds will be reallocated to accommodate subcontract costs (attach revised project narrative, budget, and budget justification).

**Pre-Award Costs** (up to 90 days prior to start date)

If a future award is highly likely, but we haven't received the final grant contract/agreement yet, attach documentation of the anticipated approval. Also provide an alternative general ledger account number to transfer the costs to in the unlikely event that the expected grant is not awarded. NOTE: The Dean/Chair is responsible for these costs in the event an award is not received. Dean/Chair signature is required.

*Expected Start Date of the Award*

*GL Number*

**Reduction of Time for Key Personnel**

Indicate the amount of time/effort that is to be reduced for key personnel named in the award.

**EXPLANATION** (attach supporting documents if necessary)

**REQUIRED APPROVAL SIGNATURES**

Principal Investigator

Date

Email and Phone  
Number

Dean/Chair or Equivalent (if required)

Date

Sponsored Research

Date

Routed to Finance?

Yes

**Sponsored Research Use** -- Agency Requirement