

GC Prior Approval Form

This form should not be submitted to the sponsoring agency unless requested.

GC Project #: _____

Sponsor's Award #: _____

PI/PD: _____

Requested by: _____
(if other than project director)

Date of Request: _____

Check the type of change being requested and explain why change(s) is needed in the space provided. **The recipient is authorized to approve the items which are asterisked.***

EXTEND THE AWARD PERIOD

Number of months

- 1st extension of 12 months or less*
- 1st extension exceeding 12 months
- 2nd extension

A one-time extension of up to 12 months can be made if additional time is required to complete the original scope of the project with funds already made available. This request must be made least 30 days before the award is scheduled to expire. A second request or a request to extend the award for more than twelve months must include a detailed justification for the extension, an estimate of the unexpended funds and a plan of work for activities that will be undertaken during the requested extension period.

BUDGET REVISION

- Transfer of budgeted funds between direct cost categories.*
- Addition of the following costs that were not included in the budget approved by the sponsor:
 - Travel
 - Equipment purchase
 - Sub-award/transfer a portion of work to a third party
- Transfer of funds from stipends or training allowances to other budget categories.

CHANGE IN PROJECT ACTIVITIES THAT AFFECT SCOPE

Written approval is needed before a recipient may make a change in project activities that affects in any way the purpose of the award, the subject matter, the treatment of the subject matter, the historical time frame of the project, the volume of material that is to be treated/studied, or the products that are expected to result from award activities. In making such a request, the recipient should understand that the sponsor's authority to approve changes that affect the scope of a project is limited by its legislation and appropriation law. **(Explain in detail why a change in project activities is necessary and what change is proposed).**

CHANGE IN KEY PROJECT PERSONNEL

The replacement of the project director, the co-director, or other project personnel whose replacement is restricted in the award or a substantial reduction in the level of their effort (e.g., their unanticipated absence for more than three months, or a twenty-five percent reduction in the time devoted to the project) requires prior written approval from the sponsor. (Evidence of the qualifications of replacement personnel must be provided).

OTHER CHANGE – Explanation/justification of requested changes is required.

REQUESTED CHANGES –

APPROVED

NOT APPROVED

Signature

Title

Date

DOES THE SPONSOR HAVE TO APPROVE REQUEST OR BE NOTIFIED OF CHANGE? YES NO

IF YES, DATE SENT: _____