

**University of Denver (Colorado Seminary)
Office of Research and Sponsored Programs
University Prior Approval Request**

PI NAME _____ EXTENSION _____
 DEPARTMENT _____ DU ACCOUNT # _____
 GRANT# _____ SPONSOR _____
 CURRENT BUDGET PERIOD _____ PROJECT PERIOD _____

***Please attach responses to the questions that apply**

Nature of Request:

(A) _____ **No-Cost Extension through** _____

1. Briefly describe progress to date;
2. Briefly describe what will be the impact on the project if an extension is not
3. Estimate of funds remaining for extended period: \$ _____
4. What activities will be carried out during the extended period?

(B) _____ **Unobligated Carryover (Complete item F) from Acct #** _____ **to Acct #** _____

1. Explain why funds are remaining in the prior budget period.
2. Describe use of funds in the next budget period.

(C) _____ **Pre-award Costs (Complete item F)**

1. Explain why pre-award costs are necessary to the conduct of project.
2. Account to cover costs if grant is not received/cost unallowed: # _____
3. Number of days requested: _____ (no more than 90).

(D) _____ **Rebudget (Complete item F)**

1. Why are funds no longer needed as originally budgeted?
2. Describe need for rebudget.

(E) _____ **Equipment Purchase (Complete item F)**

1. If the transaction is for equipment usually regarded as general purpose (e.g. computer) describe how it will be used exclusively in the conduct of scientific research.
2. Explain how the requested equipment is necessary for the research supported by this grant.
3. Is this equipment reasonably available and accessible elsewhere on campus?
4. Upon termination of the project, what will be the future use of the equipment?

F. Increase (+) or decrease (-) in each affected budget category

Budget Category	Original Amount	+or -	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

REQUESTED BY:

I request and certify that the action is necessary for the project and does not change the scope of the project.

Principal Investigator Date

APPROVED BY:

Division Head/Department Head Date

Vice Provost for Research Date

ORSP Director or his Designee Date