



Prior Approval Request

PI Name: _____ Phone Number: _____

Department: _____ FOAP: _____

Sponsor: _____ Grant #: _____

Project Period: _____ Current FY: _____

Nature of Request

Please respond to all questions thoroughly. This must be approved and signed by the Principal Investigator and Division Head/Dean prior to sending over to ORSP.

1. **No-Cost Extension** through _____
 - a. Briefly describe the progress to date and the impact on the project if an extension is not granted. Please also include the activities that will be carried out during the extended period.
 - b. Estimate of funds remaining for the extended period: _____.

2. **Unobligated Carryover*** from account # _____ to account # _____.
 - a. Explain why funds are remaining in the prior budget period and describe the use of funds in the next budget period.

3. **Pre-award Costs***
 - a. Explain why pre-award costs are necessary to the conduct of the project.

 - b. FOAP to cover costs if grant is not received/cost not allowed: _____.

 - c. Number of days requested (no more than 90): _____.

 - d. If you are requesting pre-award costs, you must fill out the budget allocation table below:

Budget Category (Specify)	Pre-Award Project Period: _____ (Please list totals of each budget category below)

Total Direct Costs:	
Indirect Cost Rate:	

4. Equipment Purchase

- a. 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. Explain how the requested equipment is necessary for the research supported by this grant. Is the equipment reasonably available and accessible elsewhere on campus? Upon termination of the project, what will be the future use of the equipment?

Approval

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 Approval

Date