

**University of Michigan  
Office of Research and Sponsored Projects**

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**Standard Operating Procedures & Policies**

Category:	Post-Award
Procedure No.:	500.04
Title:	New PAF Requirements for Processing Additional Funds

**I. Introduction**

A new Proposal Approval Form (PAF) may be required when a sponsor provides additional funding for a currently active project. The intent of this policy is to clarify when a new PAF must be routed in order to accept additional funding for an active award.

**II. When to Route a PAF for Additional Funding**

A new PAF is required whenever the amount of additional funding causes the total award amount to exceed the cumulative amount requested on all approved PAFs related to the project.

**III. Exceptions**

Departments may request of ORSP that the new PAF requirement be waived, but only with the prior documented consent of the approving school/college/center/institute. Schools/colleges/centers/institutes may also request of ORSP that the new PAF requirement be waived. Requests are expected to be rare, and ORSP's decision whether to grant the waiver is final and cannot be appealed.

ORSP Project Representatives (PRs) may waive the requirement for a new PAF if, in their discretion, there is a sound rationale for doing so (e.g., the amount of additional funding is not sufficient to warrant the effort needed to route a new PAF). Waivers are expected to be rare. In all instances, the PR will consult with the approving school/college/center/institute before waiving the PAF requirement. Schools/colleges/centers/institutes may consent to the waiver or request that ORSP require a new PAF be routed for approval. Such requests will normally be honored.

Recharge centers and Intergovernmental Personnel Act (IPA) agreements from the Veteran's Affairs Healthcare System in Ann Arbor have separate rules for when a new PAF is required and are exempt from this policy.

**IV. Contact Information**

Questions regarding this policy should first be directed to the relevant school, college, institute or center. Subsequent comments and questions should be directed to Andrea Anderson, Associate Director, Research and Sponsored Projects, at 734-615-8552 or [anandrea@umich.edu](mailto:anandrea@umich.edu).

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