RESEARCH AND SPONSORED PROJECTS
UNIVERSITY OF MICHIGAN

Post-Award Change Request Form (v. 07.13.2016)

Routing Instructions: (1) Review award terms & conditions, sponsor policies and Post-Award Change Request Form Reference Guide; (2) Complete Post-Award Change Request Form; (3) Submit this form with required approvals and documentation via "Request ORSP Action" in eRPM. Note: ORSP is unable to approve requests if required certifications or approvals (e.g., PEERRS, IRB, IACUC, FCOI, etc.) are expired or pending. Questions? Contact your ORSP Project Representative.

A. Project Information

Principal Investigator:

PAF Numbers: P/G Numbers:

B. Change Request *(check all that apply)*

Budgetary Changes

☐ 1. Uniform Guidance Monitored Costs (Federal funds only) ?

☐ 2. Award Reduction / De-obligation ?

☐ 3. Carry Forward of Funds ?

☐ 4. Cost Sharing Reduction ?

☐ 5. Rebudgeting Requiring Sponsor Approval ?

☐ 6. Retroactive Pre-Award Costs (Federal funds only) ?

Equipment Purchases

☐ 7. Special Purpose Equipment Not in Sponsor-Approved Budget (Federal funds only) ?

☐ 8. General Purpose Equipment (Federal funds only) ?

☐ 9. Purchase of Equipment in Last 3 Mo. of Project ?

PI/Key Personnel Changes

☐ 10. Disengagement of PI of 90 Days or More ?

☐ 11. PI/Key Person Change ? *   Effective Date:

☐ 12. Reduction in Effort Requiring Approval ?

Scope and Time Changes

☐ 13. Change in Scope ?

☐ 14. Early Termination / Close Out ?

☐ 15. No Cost Time Extension ?   New End Date:

Transfers and Other Changes

☐ 16. Transfer to New Dept ID ? *   Effective Date:

☐ 17. Transfer to New Institution ? *   Effective Date:

☐ 18. Other (please explain in C. below) ?

C. Explanation/Documentation *(or attach as separate editable document [e.g., Word, plain text, etc.] to "Request ORSP Action" activity)*

D. Instructions to ORSP

<Signatures required on following page>

E. Approvals *(secure signatures or attach evidence of required approvals to "Request ORSP Action" activity)*

Principal Investigator:

Unit/Dept. Head:

Dean/Director:

* Dean/Director signature(s) may also be required

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Using the Post-Award Change Request Form

Purpose of the Post-Award Change Request Form:

This form is to be used by Principal Investigators (PIs), Primary Research Administrators and Primary Post -Award Contacts to submit requests to the Office of Research and Sponsored Projects (ORSP) for changes in active, funded projects. Sometimes ORSP may have the authority to approve the requested change; other times, *prior* sponsor approval is necessary before ORSP can process the change. Therefore, this form must be submitted to ORSP early enough to allow time for administrative processing and, when applicable, early enough to secure the sponsor's approval in advance of the requested change.

Principal Investigators and their Project Teams are reminded of their responsibility to administer funded projects in compliance with U-M and sponsor requirements and to first consult the terms and conditions and sponsor policies applicable to the award before completing this form. The Reference Guide is intended to serve as a general guide to award management and use of the ORSP Post-Award Change Request Form. It does not supersede the terms and conditions that apply specifically to each award, nor does it supplant the PI's responsibility for sound and compliant grant management practices. Individual awards should be reviewed for specific approval requirements. Please feel free to contact your ORSP Project Representative to assist with interpreting award requirements.

Instructions for Completing and Routing the Post-Award Change Request Form:

1. Review the award terms and conditions and the sponsor's policies for approval and documentation requirements.
2. Complete Section A of the form, providing PI and project information;
3. Refer to the Post-Award Change Request Form Reference Guide and then check the appropriate box(es) in Section B of the form describing the type of request(s).
4. Provide the required documentation in Section C or as an editable attachment, per the request-specific instructions in the Post-Award Change Request Form Reference Guide (also summarized in the "Question" symbols on the form).
5. Have the form signed by the parties required to do so, as described in the request-specific instructions of the Post-Award Change Request Form Reference Guide (also summarized in the "Question" symbols on the form). Alternatively, provide evidence of the required approvals (e.g., an email) as an attachment to the "Project Team Request ORSP Action" activity in Step 6 below. Approvals by department chair/unit head and dean/director *designees* are acceptable. However, unless explicitly delegated, division directors may not sign on behalf of department chairs or unit heads. Note that PI approvals are always required (i.e., no designees are acceptable); when obtaining the PI's signature is not practicable, evidence of PI concurrence is required (e.g., an email).
6. Attach the completed form and any required or supplemental documentation to the relevant PAF in eRPM via the "Project Team Request ORSP Action" activity.

Note that schools, colleges, institutes and centers may require additional approval and documentation beyond that mandated by ORSP. Note also that ORSP is unable to approve requests if required certifications or approvals (e.g., PEERRS, IRB, IACUC, FCOI, etc.) are expired or pending.