

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

Standard Operating Procedures & Policies

Category:	Post-Submission / Pre-Award
Procedure No.:	400.01
Title:	Award Acceptance and Routing Process

I. Purpose & Overview

To describe the Office of Research and Sponsored Projects' (ORSP) process for accepting award terms and conditions, and clarify the situations when ORSP will seek additional approvals prior to accepting an award.

II. Procedure / Policy

A. Sponsor Award Changes of Less than 20%

When ORSP receives a notice of award or draft award document that changes the *sponsor's* total funding commitment by less than 20% of the amount requested in the Proposal Approval Form (PAF), ORSP may require that a revised budget and a revised statement of work (or an attestation from the Principal Investigator (PI) that the budget change will not impact the scope of work) be posted to the PAF prior to accepting the award on behalf of the institution, if they are deemed necessary for audit purposes by the responsible ORSP Project Representative (PR). Note that a revised scope of work may require prior sponsor approval before U-M can accept the award. If the PR deems that a revised budget or statement of work is not necessary, the PR will accept the award on behalf of the institution without requiring further action on the part of the participating PI's, Units/Departments, and Schools/Colleges/Institutes/Centers.

B. Agreement Acceptance Requests

Prior to accepting an award on behalf of the University, ORSP will route an Agreement Acceptance Request in eRPM whenever a notice of award or a draft award document changes one of the following items that had previously been approved on the PAF, or introduces one of the following items that not had not been approved at the time the PAF was originally routed:

- i. Total sponsor funding change of 20% or more
- ii. Indirect cost rate change
- iii. U-M cost sharing change
- iv. Project-specific external audit requirement beyond U-M's standard annual audits
- v. Payment in a foreign currency
- vi. Governing law other than Michigan, when required under General Counsel guidance
- vii. Insurance requirements in excess of U-M's standard coverage
- viii. Information technology security requirements exceeding U-M's normal security standards
- ix. Publication restriction granting sponsor prior approval rights
- x. Publication restriction granting sponsor prior review rights greater than 180 days

The ORSP PR shall ensure AAR approvals are in place before releasing the award document. PRs may waive the requirement for an AAR when, in the PR's professional judgement, circumstances warrant (e.g., a sponsor-imposed deadline to commit funds prior to the close of a fiscal year).

Version No. 2	Implementation Date: 12/1/2011
Page - 1 -	Last Revised Date: 07/10/2017
Approved by: C. Reynolds, ORSP Executive Director	Last Revised By: C. Reynolds

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

Standard Operating Procedures & Policies

III. Frequently Asked Questions

Q: What if the sponsor requires changes, but the resulting award document changes do not meet the threshold for obtaining re-approvals via posted comment? What should I do to update the eRPM record?

A: Any changes required by a sponsor that do not reflect the changes listed in this policy should be uploaded to the applicable eRPM PAF record via a Posted Comment, and you should include your ORSP PR as a Posted Comment recipient.

Q: What if a participating unit disagrees with the acceptance of an award or has concerns with how the change to the award will affect their participation?

A: The concerned unit is advised to contact the PI, Primary Research Administrator, or administrative home unit. (All contact information is in the record in eRPM.) This discussion should take place prior to the award being accepted. It is the responsibility of the PI and administrative home to address the concerns of participating units before accepting an award on their behalf.

IV. Resources

ORSP Website: <http://www.orsp.umich.edu/>

ORSP Standard Operating Procedures and Policies: [No. 300.01 “Revised Proposal Approval Forms”](#)

Version No. 2	Implementation Date: 12/1/2011
Page - 2 -	Last Revised Date: 07/10/2017
Approved by: C. Reynolds, ORSP Executive Director	Last Revised By: C. Reynolds