

Requesting Changes to Sponsored Projects (Intuitional Prior Approval Form – IPAF)

PI notifies OSP of significant upcoming changes to a project

SRO will send an IPAF form for completion (or it can be found on our Manage an Award website)

The PI will complete the IPAF specifying the request and a detailed justification to be signed by the chair (if applicable), dean or department director, and budget manager

The PI will submit the completed form to the Office of Sponsored Projects

The assigned SRO will review the request and the award's contract and sponsor requirement regarding prior approvals

If the request requires sponsor prior approval, the SRO will use the appropriate channel to make the request to the sponsor. The SRO will wait for approval from the sponsor before processing the request.

If, based on the sponsor and award guidelines, the request can be made without sponsor prior approval, the SRO will process the request, and notify the PI and budget manager.