



### Institutional Prior Approval Form

Use this form for all significant changes to your sponsored project including, but not limited to, No Cost Extensions, budget revisions, change in PI/co-PI or reduction in time, or change in scope. This form must be completed and approved prior to any revisions being made to your award/budget

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PI:	_____	SU Activity #:	_____
Department:	_____	Sponsor	_____
Sponsor:	_____	Award #:	_____
Title:	_____		

**Request:** (For budget adjustments, please indicate specific item, including object code, with decrease and increase of line items, i.e. increase supplies \$300, decrease travel \$300).

**Justification:** (Why is this change necessary to complete your project? The description provided will be submitted to the sponsor as justification for the request, if external approval is necessary. Please attach additional sheets and documentation as needed.)

PI Signature \_\_\_\_\_ Date: \_\_\_\_\_

Budget Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Below signatures required only if change affects personnel (additional time, change in personnel, etc.).*

New PI Signature (if change of PI) \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**For the Office of Sponsored Projects Use Only**

Internal Approval:    Approved:    Denied:                      External approval:    Approved:    Denied:

Explanation:

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OSP Signature \_\_\_\_\_ Date \_\_\_\_\_