

Internal Prior Approval Form

Sponsored Programs and Research Services

Request approval relating to a Sponsored Project.

Date of Request: _____	Project ID (if known): _____
Principal Investigator (PI): _____	Sponsor Name: _____
Department/College: _____	Sponsor Number: _____
Project Title: _____	

Check All Applicable Requests:

<p>Underwrite Account Request Complete Increase (TO) Budget Below</p> <p>Advance Start Date: _____</p> <p>Advance End Date: _____</p> <p><i>Hard-dollar operating budget acct:</i> _____</p>	<p>No-Cost Extension (NCE) Request Complete Increase (TO) Budget Below, if applicable</p> <p>Current End Date: _____</p> <p>Requested End Date: _____</p> <p>New Salary Line</p>
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Rebudget Request			
Category	Account Code	DECREASE (FROM)	INCREASE (TO)
		Total Decrease	Total Increase
Increases must equal Decreases.			Attach separate sheet if necessary.

Justification (Required for All Requests)	Attach separate sheet if necessary.
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By signing below, the following is acknowledged:

1. **Underwrite Accounts** - The Department and/or College assumes full responsibility for accumulated expenses should the external funding not be received. The Office of Post Award Accounting will journal any unallowable charges to the hard-dollar operating budget account indicated above upon close-out of an Underwrite Account. Submission of an Underwrite Account IPAF is not a guarantee that the request can be processed. Signatures # 1 - 5 are required.
2. **No-Cost Extension (NCE) Request** - For Federal projects, SPRS may be able to process an "automatic" no-cost extension. Non-Federal projects, as well as 2nd NCE requests on Federal projects, will likely require prior sponsor approval. Upon receipt of an IPAF, SPRS will review the terms of the grant and coordinate this process. Submission of an NCE IPAF is not a guarantee that the request can be processed. Only signature #1 is required.
3. **Rebudget Request** - Upon receipt of an IPAF, SPRS will review the request and the terms of the grant to determine whether or not prior sponsor approval is required. If sponsor approval is required, SPRS will coordinate this process. Submission of a Rebudget IPAF is not a guarantee that the request can be processed. Under no circumstances should spending changes occur before a revised NOA is issued.
Signatures #1 - 4 are required if the rebudget changes the PI/Project Director's salary during the 9 month academic year.
Signature 1 is required for all other rebudget requests. Signature 1 and 5 required when form includes university \$\$ commitment.
4. Faculty in the College of Arts & Sciences, Urban & Education, or School of Nursing should send the form to Nicole Milligan at n.m.taylor79@csuohio.edu; Faculty/staff in the College of Business, Engineering, or Central Offices should send the form to Nicole Moss at n.f.moss@csuohio.edu.

****Receipt of a Notice of Award (NOA) will be your indication that the requested action has been processed.****

Required Approvals

	Typed Name	Signature	Date
1 Principal Investigator (PI): _____	_____	_____	_____
2 Dept Chair/Director: _____	_____	_____	_____
3 College Fiscal Officer: _____	_____	_____	_____
4 College Dean: _____	_____	_____	_____
5 Director, SPRS _____	_____	_____	_____