

## Prior Approval Letter Matrix

	Carryover*	Re-Budgeting	Request for Additional Funds	No Cost Extension	Withdrawal of Application	Change of PI	PI Transfer	Change in Key Personnel	Effort Reduction for Key Personnel	Change of Scope
Date	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address per last NGA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grant or Agency Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Direct Costs	✓	✓	✓	✓ *8			✓			
FSR or SPA to verify	✓									
TC w/ F&A rate or Split	✓	✓	✓	✓ *8			✓			
Budget if requested by agency. Note: Revbudgt PDS Doc required ONLY if salaries for personnel is requested by agency or provided to agency.	✓	✓	✓							
Justification**	✓ *1	✓	✓ *2	✓	✓	✓	✓	✓	✓	✓
Date change is effective				✓ *3		✓	✓	✓	✓	
PI Signature***	✓	✓	✓	✓	✓	✓ *4	✓	✓	✓	✓
Dept Chair/Div Chief Signature**** (Internal - for OSRS-Grants only)					✓ *5	✓ *6	✓			
Biosketch (for agency only, OSRS does not need a copy)						✓		✓		
Other Support						✓		✓		
Current Human Approval*****				✓		✓ *7				
Current Animal Approval*****				✓		✓ *7				
Current FDS*****				✓		✓		✓		
OSRS/SPA-Grants Signature	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OSRS-Grants to copy SPA	✓	✓	✓	✓		✓	✓	✓	✓	✓
OSRS-Grants to Log in PTS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

\* See the 'Carryover Guidance for Grantees' document on the OSRS Policies & Procedures page

\*\* For NIH applications, also see the current NIH Grants Policy Statement.

\*\*\* For NIH Multiple PI awards, the signatures of all of the PIs required (Contact PI is required for submission to NIH, other PIs are internal for OSRS).

\*\*\*\* Department Chair signatures are required on OSRS's copy. If a NIH Multiple PI award, the signatures of all of the PIs and their respective Dept. Chairs are needed.

\*\*\*\*\*Needed following approval from agency and prior to fund profile processing.

\*1 If carryover is  $\geq 25\%$ , indicate why is there a balance & how the money will be spent. If carryover is  $< 25\%$ , explain how the money will be spent

\*2 Indicate why additional funds are needed & how they will be spent

\*3 Specify the new ending date

\*4 Needs to be signed by both PIs

\*5 Not needed if the department is withdrawing a revision because the original application was awarded

\*6 If dealing with two different divisions, both dept Chairs/Div Chiefs Signatures are needed

\*7 Need applicable approvals in new PI's name prior to name change in profile and following approval from the agency

\*8 GA to check balance. If negative/low, tell DA cost-sharing is needed.

NOTE: Matrix may vary on a case by case basis. OSRS-Grants recommends to e-mail any letter to your Grant Analyst or Research Grant Specialist prior to obtaining signatures.