A. General Overview. Changes to a sponsored project ("K" account) that require prior approval from the sponsor are to be coordinated through the unit, college/unit/college, and the Office of Sponsored Programs (OSP) and approved by OSP. Such changes can include, but are not limited to:

a) A change to the period of performance;

b) a change in the status of the Principal Investigator (PI), co-PIs or other key personnel working on the project (including changes to level of effort greater than 25% or as required by the sponsor, PI/Co-PIs leaving, departure from the University, and project transfer or relinquishment requests, etc.);

c) Changes to line-item budgets not falling within the authority prescribed by a sponsor (also known as "rebudgeting" greater than as allowed by the award terms). Note that rebudgeting more than 25% of the award requires a justification from the PI to confirm the scope of work is not changing (whether or not sponsor approval is required); (rebudgeting);

d) Rebudgeting of participant support costs;

e) A change to the approved scope of work, or project methodology, or objectives, or deliverables;

f) Rebudgeting a change in the statement/scope of work that is greater than as allowed by the award terms (note that rebudgeting greater than 25% of the award will automatically be reviewed by OSP to verify whether there has been a change in scope) considered significant (i.e. greater than 25% rebudget request or sponsor defined in the terms of the award); Subawards and foreign travel and subawards (for certain sponsors, prior approval is required even if proposed);

g) An increase in amount of funding; and

Any other changes requiring prior sponsor approval, as determined by the terms and conditions of the specific award and/or by the applicable regulations of the sponsoring agency award (e.g. some equipment purchases, sub-awards not initially proposed, travel not proposed, carry-forward of funding, cost sharing, and pre-award costs), greater than 90-days (and 90 days or less for some sponsors) as determined by the terms of the award.

Whether prior approvals are required is determined by your specific award terms and conditions and the general terms and conditions.
applicable regulations of the sponsoring entity. For certain sponsors, there is a prior approvals matrix that defines the specific requirements for these sponsors of research terms addressing the requirements of many federal sponsors. This is available on the OSP website and is regularly updated by the National Science Foundation on their grants terms and conditions (policy) website. Contacting the OSP Post Award and/or Cost Accounting Unit for a determination on the need for prior approvals is recommended best practice.

B. Policy.

Principal Investigators are responsible for review of the award document(s) and for contacting OSP, if there are questions regarding specific deadlines.

To allow time for processing by OSP, requests for an extension of time must be submitted a minimum of five (5) working days prior to the sponsor submission requirements deadlines. Sponsor submission deadlines are typically 10-30 days for first-time extension requests and 45 days for any subsequent extension requests. Review your award document or contact OSP for guidance to allow for processing by OSP.

Requests for sponsor approval changes of any other changes must be received by OSP and approved by the authorized official of the sponsor UI 30 days in advance of the requested effective date of the change. Note that some sponsors require more than 30 days advance notice.

Requests that are received after the fact require approval by the Vice President for Research and Economic Development or his/her designee, will made outside of the sponsor submission deadline may be declined by OSP or be rejected by the sponsor, be denied with few exceptions not be approved by the University.

The Vice President for Research and Economic Development or his/her designee may grant an exception to this policy under rare and unusual circumstances. Additionally, requests for extensions of time must be submitted a minimum of one week prior to sponsor guidelines (typically 10 days for first-time extension requests and 45 days for any subsequent extension requests; review your award document or contact OSP for guidance) to allow for processing by OSP.

C. Procedures. OSP shall review all proposed changes and provide guidance to the PI, unit, and college, on how approval should be requested for the proposed change. Note that as OSP is responsible for the monitoring of all regulations and obligations associated with sponsored program funding, OSP (as the VPRED designee) serves as the final University approval for any and all proposed changes.
The offical notification request to the sponsor is generally completed via a letter, an electronic system, or an email. The notification request should detail the requested change, and include a justification for why the change is needed. This request letter shall be written by the PI and countersigned by OSP. Sample letters are available on the OSP website. While the PI is encouraged to discuss potential changes with their technical contact at the agency, official changes to the project requests must be submitted through OSP to the administrative contact of the sponsor to ensure that any required contractual amendments are appropriately signed. Note that the sponsor administrative contact is generally the only individual with authority to approve administrative or contractual changes for the sponsor.

CD. Procedural and Contact Information. See the OSP website for sample letters and procedural guidance. For questions or additional information, please contact the Office of Sponsored Programs at 208-885-6651 or esp@uidaho.edu postaward@uidaho.edu.