INTERNAL PRIOR APPROVAL REQUEST FORM

OFFICE OF SPONSORED PROGRAMS – osp@lsu.edu

Please complete and forward to 202 Himes Hall (8-2760).

Today's Date: _____ **LSU Proposal #** _____

Principal Investigator (PI): _____ **E-mail** _____ **Ph**_____

Contact (If other than PI): _____ **E-mail** _____ **Ph**_____

Department: _____ **LSU Account #** (Required): _____

Sponsoring Agency: _____

Date Due to Sponsor(If Applicable): _____

University Approvals allowed under Prior Approval System: Federal agencies have granted Universities the authority (the Expanded Authorities) to internally approve certain actions, rebudgeting, and pre-award costs PRIOR to incurring costs (hence the term "Prior Approval") on federal grants and cooperative agreements, but not on contracts. All actions must be justified in relation to the project. If the award document places special restrictions on rebudgeting and related actions, the University may not overrule them. The changes below may be approved by the University unless prohibited in the award document.

Please check the action(s) for which University (Grantee) approval is requested:

☐ **Additional Compensation:**
Compensation above base pay for work that is in excess of the regular appointment for the employee.

☐ **No-Cost Extension: Current End Date:** _____
Requested End Date: _____
Grantee may extend project for up to twelve months without additional funding. (Note: only one no-cost extension may be approved by LSU.) Any additional no-cost extensions must be approved by the sponsor. Typically Grantee must notify Sponsor of a Grantee approved extension prior to grant expiration date (Ex: with NSF, NASA, and EPA awards, Grantee must approve & notify sponsor 10 days prior to expiration). PI's should check Grant guidelines for Sponsor extension notification deadlines.

☐ **Pre-Award Costs:**
Requested Pre-Award Start Date: _____
Grantee may incur and recover from the federal sponsor costs incurred within 90 days prior to the effective date of the award that are necessary for the project.

☐ **Special Purpose Equipment Acquisition:** An item with a unit cost of at least $5000 or more which is used only for research, medical, scientific, and/or other technical activities.

☐ **General Purpose Equipment Acquisition:** An item with a unit cost of $5000 or more when its use is primarily for technical activities associated with the project (e.g., cameras, personal computers). An explanation of the primary technical use on the project is required.

☐ **Alterations/Renovations**: Funds for rearrangement and alterations that do not constitute construction. On NSF awards, alterations/renovations under $25,000 may be approved by the Grantee. For expenditures exceeding $25,000, written prior approval must be obtained from the NSF Grants Officer.

☐ **Subcontracts not included in, or revised from, original proposal:** Attach scope of work, budget, and letter of collaboration from the proposed new subcontractor, signed by their authorized institutional representative.

Justification: (Provide a concise explanation of the action requested and its benefit to the project. Attach justification if additional space is needed.)

Required Approvals:	Approval Signature:	Date:
Principal Investigator: (Certifies that request is consistent with the scope & objectives of the project)		
Chair/Head: (Certifies that request is consistent with the scope & objectives of the project)		
Dean/Director: (If required by College policy)		
Human Resource Management: (Required for Additional Compensation request)		
Office of Research and Graduate Studies: (Required for Additional Compensation request)		
Sponsored Program Accounting: 336 Thomas Boyd Hall		
Office of Sponsored Programs: 202 Himes Hall		

PI/PD and Chair/Head, Dean/Director, OSP, SPA notes/disclosures: