

University of Miami – Sponsored Programs
INTERNAL PRIOR APPROVAL REQUEST (IPAR) – Revised November 2002
 Submit form for approval to the Sponsored Programs-Expenditure Compliance Office in your campus.

Principal Investigator Phone 8- _____ Fax 8- _____	Dept. of School College of Arts & Sciences
Agency Name	Agency Grant # (if pending, proposal # will be assigned)
Budget Period Start Date Budget Period End Date	UM Account # (if pending, insert N/A)
Project Title	

I. APPROVAL IS REQUESTED FOR THE FOLLOWING ACTION(S): NOTE: Change of Principal Investigator and Change in Objective/Scope of the Project MUST BE submitted for approval, in writing, to the funding agency Project /Grant Officer PRIOR to the change(s) taking place. (Approval by the agency's Program Officer is not sufficient). Please contact your campus Sponsored Expenditure Compliance Office for assistance.

<input type="checkbox"/> Pre-Award Costs up to 90 days for federal awards issued under the terms of the Federal Demonstration Partnership (FDP) or Expanded Authority only. Enter preaward date requested here _____ and complete sections III and IV
<input type="checkbox"/> End Date Extension with no new funding from sponsored agency. Extension cannot exceed 12 months and not more than one extension can be granted without prior written, agency approval. <u>Must be requested 30 days before original end date of Project.</u> Justifications for end date extensions must be based on scientific reasons, not on explanations that are based on the use of funds remaining at end of project. Enter new end date for award here _____ and complete sections III and IV:
<input type="checkbox"/> Equipment Acquisition not included in original budget. Complete Sections II, III and IV.
<input type="checkbox"/> Rebudgeting. Complete Sections II, III and IV.
<input type="checkbox"/> Other Category of Request. Specify as part of Section III below, complete section IV and also section II (if pertinent).

II. ACTION INDICATED ABOVE REQUIRES DOES NOT REQUIRE REBUDGETING. NOTE: Rebudgeting applies to Federal grants awarded under the Federal Demonstration Project (FDP) or Expanded Authorities. Non FDP federal grants & other awarding agencies may have stricter requirements. Please consult with Sponsored Programs Expenditure Compliance for rebudgeting of non-FDP awards to determine if UM is authorized to rebudget, or if prior written, agency approval is required.

Increase Budget Category: Object code, description, amount	Decrease Budget Category: Object code, description, amount
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
8101 F&A (Indirect) Cost \$ _____	8101 F&A (Indirect) Cost \$ _____
TOTAL \$ _____	TOTAL \$ _____

III. EXPLANATION/JUSTIFICATION (REQUIRED). Check here if additional pages are attached.
A. Document why action requested is necessary and how it specifically relates to and benefits the project.

B. No Cost Extension – Indicate plan for use of unobligated funds:

C. The above request does does not change the scope/objectives of the grant or project. (If the scope or objectives of the project change, regulations require agency notification). The requested changes are required to carry out the objectives/scope of the project.
 Principal Investigator's Signature _____ Date _____

IV. REVIEW AND APPROVAL. (REQUIRED)

A. I have examined this request for its scientific, technical, and/or administrative merits and recommend approval
 Signature Chairperson _____ Date _____
 Dean/School Sponsored Program Office _____ Date _____

B. This request has been reviewed for consistency with grant/contracts terms and conditions, and is approved.
 Signature Sponsored Programs _____ Date _____
 Note: Notification will be made to the Principal Investigator as to the status of this request.