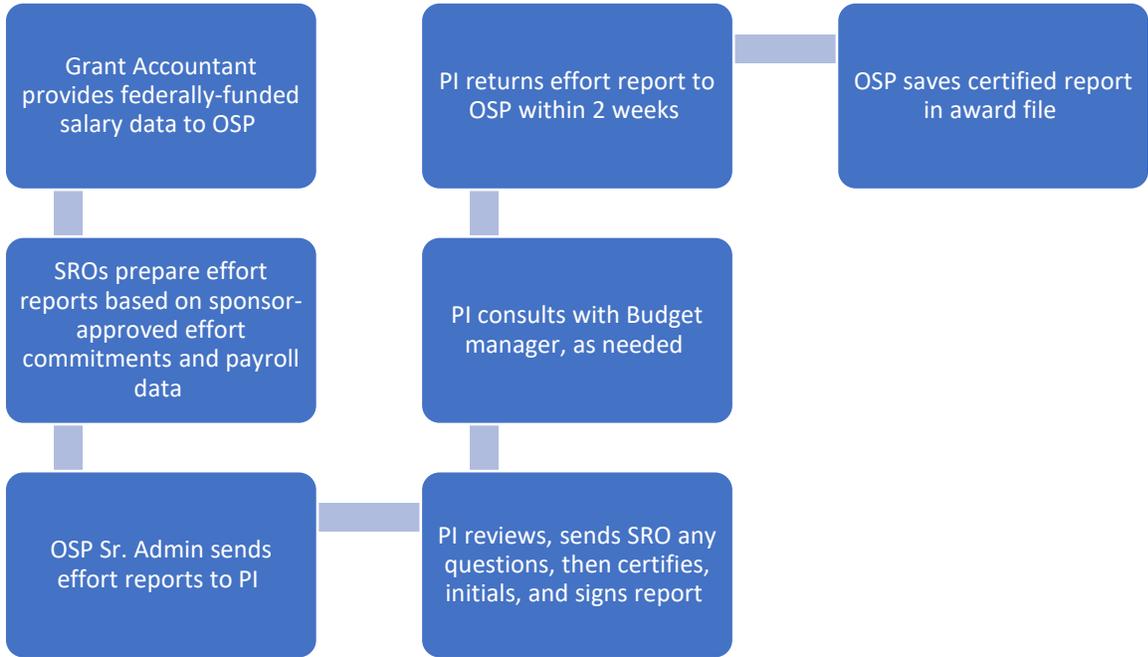
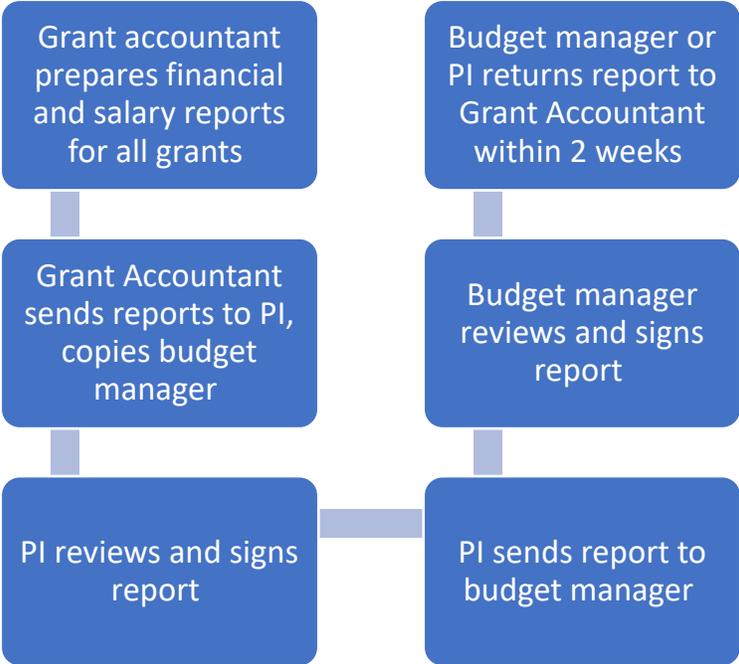


# Effort Reporting



## Quarterly Reports (for all divisions except for CSE)



## Quarterly Reports (for CSE)



## Requesting Changes to Sponsored Projects (Intuitional Prior Approval Form – IPAF)

PI notifies OSP of significant upcoming changes to a project

SRO will send an IPAF form for completion (or it can be found on our Manage an Award website)

The PI will complete the IPAF specifying the request and a detailed justification to be signed by the chair (if applicable), dean or department director, and budget manager

The PI will submit the completed form to the Office of Sponsored Projects

The assigned SRO will review the request and the award's contract and sponsor requirement regarding prior approvals

If the request requires sponsor prior approval, the SRO will use the appropriate channel to make the request to the sponsor. The SRO will wait for approval from the sponsor before processing the request.

If, based on the sponsor and award guidelines, the request can be made without sponsor prior approval, the SRO will process the request, and notify the PI and budget manager.

## Budget Input Form (BIF): NCE: No-Cost Extension

After the IPAF is approved, the budget input form will be updated to reflect new project end dates

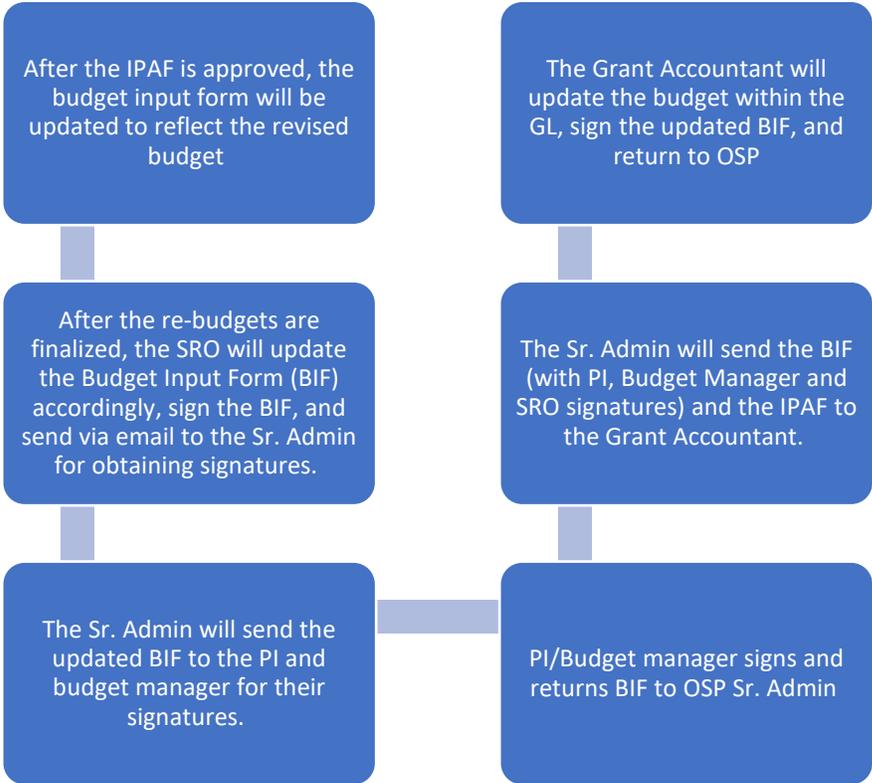
The OSP Sr. Admin will send the updated BIF to the PI and budget manager for their signatures.

PI and budget manager review, sign and return to OSP

The Grant Accountant will update the project end date within her records and Projects Accounting, will sign the updated BIF, and return to OSP via the shared T-Drive.

The SRO will sign; OSP Sr. Admin will send to Grant Accountant for execution

## Budget Input Form (BIF): Re-budget



## Closeout Form

