



Instructions for Completing the Institutional Prior Approval System (IPAS) Form
Procedures for requesting Pre-Award Authority, Budgetary Changes and Account No Cost Extensions for Extramurally Sponsored Projects

1. Complete all applicable items on the IPAS form. Attach necessary documents, obtain all required signatures and submit the form to the Office of Sponsored Programs (OSP) by either email or hard copy (see #7).
2. Complete only the section(s) that applies to your request (i.e. either section A, B, C or more than one section if applicable). Please provide required explanation(s) in the space provided under each section. Add additional sheet(s) if needed. The lack of correct or adequate explanation will delay the approval process.
3. For item (A) Pre-award Cost: please attach a copy of the agency correspondence indicating their intent to fund the project including the start and end dates and secure the signature of your Chair/Director. A detailed budget may not be required; however, indication of the possible award amount would expedite the process. A copy of the signed Proposal Summary and Approval Form must be attached. Pre-award charges cannot be incurred prior to 90 days before the start date of the grant. **Indicate whether IRB/ACC approvals have been obtained.**
4. For item (B) Rebudgeting: explain as necessary. **Make certain that Sponsor Terms & Conditions allow for internal re-budgeting and that written approval from the sponsor is not necessary.** Questions regarding allowability and specific purchase approval should be referred to the Business Office (4-7354). Again, remember that rebudgeting may change the direct cost base and the F & A allocation.
5. For item (B) No Cost Extension: explain why the additional time is needed. Make certain that Sponsor's Terms & Conditions allow for internal extension and that written agency approval is not necessary. Estimate balances and time commitments during the no cost extension period. If a substantial amount of money is unobligated (i.e., more than 25% of the last budget period's budget) make sure that it had been communicated to the sponsor, especially to federal agencies such as NIH. If a substantial amount of money is not available for covering the efforts of the key personnel's salaries, we encourage that the percentage of effort of these personnel be reduced. If this is not possible cost sharing may be required. **Attach any currently approved IRB/ACC documents which cover the extension period.**
6. Signature Line: This must be signed by the PI. For pre-award cost authorization the Chairperson/Director's signature is also needed, in addition all regulatory (i.e., IRB and ACC: project involved Human subjects or animals) approvals must be obtained before submitting the IPAS to OSP.
7. Submit the completed form to the Office of Sponsored Program (OSP); by mail to MCM Room 163 or email to osp@cnu.edu. Do not send the instructions with the form. **Questions should be directed to OSP (4-7392 or osp@cnu.edu).**