



INSTITUTIONAL PRIOR PROPOSAL SYSTEM (IPAS) FORM
 Office of Sponsored Programs <http://sponsoredprograms.cnu.edu/>
 Request for Pre-Award, Re-budgeting and No Cost Extension
 Last revised 11/11/11

Date: _____

PI(s):

Name

Title

Phone Number

Department

Email Address

Nature of Request and Description of Award:

Nature of Request: (A) Pre-Award (B) Re-budgeting (C) No Cost Extension

Sponsor Name:

Sponsor Type: Federal Private State

Prime Sponsor Name (if applicable):

CFDA Number: (if applicable)

Title:

Project Start Date:

Project End Date:

Banner Account Number:

(A) Pre-Award: Requested effective date of Pre-Award Authorization: _____ **Federal Pass-thru? Y N**

Provide a detailed statement specifying how the requested action is necessary and the level of assurance from the sponsor that the funding is assured. Document with emails and or sponsor contact information, copy of **Proposal Summary Form and any approved IRB/IACUC Documents**. The Department Chair guarantees funding of all costs incurred should: 1) the proposal is not funded; or 2) the anticipated start date changes so that the conditions no longer apply.

(B) Re-budgeting: (Make certain that Sponsor terms & conditions allow for internal rebudgeting & that written approval is not necessary)

Expense Type From	Expense Code	Amount	Expense Type To	Expense Code	Amount
	TOTAL			TOTAL	

Provide a detailed justification specifying how the requested re-budget request is necessary.

(C) No Cost Extension: Current End Date: _____ **Requested End Date:** _____

Provide a detailed justification for the requested extension along with estimated balance of the account at the time of the request and the anticipated actions to successfully accomplish the awarded scope of work in the requested timeframe.

SIGNATURES

Collect signatures in order of listing below and return the completed form with proposal to OSP, MCM 163 or 165.

 PI Signature

 Date

 Department Chair

(Required for pre-award requests only)

 Date

 Director, Sponsored Programs

 Date