

ORGANIZATION PRIOR APPROVAL REQUEST FORM (OPAS)

Principal Investigator _____ Phone _____

Department _____

Funding Agency _____ Award Amount _____

PSU Proposal No. (PIAF) _____ Agency Grant No. _____

PSU Fund/Index Code _____ Budget Period _____ to _____

Title _____

Request for the following:

Initial Pending Index in the amount of _____ for an award which is anticipated or which has passed the start date, but for which an award document has not yet been received. Start date of the award is _____. Pending index must be guaranteed by either a department chair or a dean/director. The pending index is guaranteed by Index _____. Attach documentation showing award is pending.

Additional expenses requested within existing Pending Index _____ in the amount of _____ for a total pending amount of _____. Start date of the award is _____. The additional expenses are guaranteed by Index _____.

Pending Funding/Index for additional year of anticipated funding of an awarded project in the amount of \$_____ for the _____ (2nd, 3rd, etc.) year of an award for which an award document for the additional year's funding has not yet been received, extending the project end date for additional year to _____. The pending index is guaranteed by Index _____. Attach documentation showing award is pending.

Pre-Award Costs in the amount of _____ to be spent before actual start date of award. Expected start date of the award is _____ and the start date for pre-award costs before the beginning date of the award is _____. For some federal agencies, this pre-award time period is limited to 90 days before the start of the award. Pre-award Costs must be guaranteed by either a department chair or a dean/director. The pending index is guaranteed by Index _____. Attach documentation of sponsor rules showing pre-award costs will be allowed.

No-Cost Extension to end date of _____ in accordance with terms of award. Justification and budget must be attached. Only PI and ORSP signatures are required for this request.

Budget Adjustment in accordance with terms of award. Justification and revised budget must be attached. Only PI and ORSP signatures are required for this request.

Principal Investigator Date

Department Chair Date

Dean or Director Date

ORSP Date

Agency Notified: _____

___ approved ___ denied