

Smith College
Grants Administration
PRIOR APPROVAL REQUEST FORM

Principal Investigator (PI)	Department	Smith Fund Number
Sponsor	Sponsor Award Number	Current Award Period

Certain Federal awards grant Smith College the authority to approve pre-award costs and first-time award extensions without agency prior approval. In those cases, this form should be submitted to Grants Administration for approval.

APPROVAL IS REQUESTED FOR THE FOLLOWING:

- Pre-award Costs** (up to 90 days prior to the official start date of the award): **Requested Start Date:** _____
- No-Cost Extension** (up to 12 months for the first extension; sponsor prior approval required for additional extensions):

- **Requested End Date:** _____
- **Current Budget Balance:** _____
- **Key Personnel Effort Commitments** for extension period:

(If effort commitments during the extension period will remain the same as the original project period, check the *Unchanged* box. If effort commitments will be different during the extension period, enter the new % effort in whole numbers.) Attach additional pages as necessary.

Name	Unchanged	New %	Term
	<input type="checkbox"/>		<input type="checkbox"/> Academic <input type="checkbox"/> Summer <input type="checkbox"/> Calendar
	<input type="checkbox"/>		<input type="checkbox"/> Academic <input type="checkbox"/> Summer <input type="checkbox"/> Calendar

EXPLANATION/JUSTIFICATION for pre-award costs or no-cost extension: Please provide a brief (1000 character limit) scientific, technical, or administrative reason - related to the project - for the requested action. Attach additional pages as necessary.

The following actions normally require *sponsor* prior approval. Please consult with Grants Administration for the requirements related to a particular award and sponsor.

- Change in project objectives or scope of work.
- PI relinquishment of active direction of the project permanently.
- PI relinquishment of active direction of the project for a continuous period of more than 3 months.
- PI reduction of time devoted to the project by 25% or more.
- Extensions of the award end date subsequent to the first institution-approved

	Signature	Date
Principal Investigator		
Grants Administration		

Once the form is completed, please email to grants@smith.edu for review.