

Guidelines for Prior Approvals on Grants Direct from NSF

Background: The NSF Fastlane system requires that various requests or notifications for modifications be submitted electronically. This process allows for some adjustments to the prior approval process at Purdue on these awards.

Fastlane: The NSF Fastlane system includes two categories related to prior approvals from the sponsor, Grantee Notification Types and Grantee Request Types. Grantee Notifications must be submitted but do not require approval after submission from NSF. Grantee Requests must be approved by NSF after submission. The types under each category are as follows:

Grantee Notification Types:

- Anticipated Residual Funds in excess of \$5,000 or 5%
- Grantee Approved No Cost Extension (This is the first NCE only and must be submitted 10 days PRIOR to expiration.)
- Significant Changes/Delays or Events of Unusual Interest
- Cost Sharing Equal To or Greater Than \$500,000
- Conflicts of Interests
- Significant Changes in Methods/Procedures
- Short-Term Absence of the PI/PD (Up to Three Months)

Grantee Request Types (Requires NSF Approval):

- Addition of SubAward
- Withdrawal of PI/Co-PI
- Long-Term Absence of the PI/PD (Over Three Months)
- NSF Approved No-Cost Extension (This is the second or greater NCE and must be submitted 45 days PRIOR to expiration.)
- PI Transfer
- Pre-award Costs in Excess of 90 Days
- Rearrangement/Alteration \$25,000 or over
- Change PI and Add/Change Co-PI
- Significant Change in Person-Months Devoted to Project
- Changes in Objective or Scope
- Reallocation of Funds Budgeted for Participant or Trainee Support Costs

Process for Submitting Notifications or Requests: The majority of these notifications or requests are initiated by either the PI or the business office. SPS is primarily responsible for reporting cost sharing equal to or greater than \$500,000. Requests and notifications are to be treated as Prior Approvals per the Purdue Prior Approval process. However, the following exceptions exist:

- A printout of the NSF Fastlane Request or Notification can be a substitute for the Purdue Prior Approval Form if the same signatures are obtained on the printout.
- The PI does not need to sign the printout if the PI completed the notification or request in Fastlane.

PLEASE NOTE: Once the PI or business office submits the notification or request in Fastlane, SPS must receive the signed document before releasing the notification or request to NSF. Notifications are considered complete upon SPS approval and submission. Requests require formal approval from NSF prior to any action. PI contact regarding requests with the cognizant NSF program officer often expedites approval of these requests.