

PURDUE PRIOR APPROVAL REQUEST

Date: _____

This form is to be used to request approval based on prior approval authorities given to grantees as detailed on your award documentation and on the SPS Website at <http://www.purdue.edu/business/sps/postaward/bs/priorapproval.html>

1. Sponsor: (check one) NASA _____ NIH _____ NSF _____ USDA _____ DE _____ Other _____

2. Principal Investigator: _____

3. Department Name: _____

4. Grant Number: _____

5. Grant Type: _____

6. Sponsor Award Number: _____

7. WBSE/SP: _____

8. Requested Action:

_____ *No-Cost Extension*
 Estimated total cost balance at current expiration: _____
 Current expiration date: _____
 Requested end date: _____
 _____ *Other*

_____ *Foreign Travel* *(not requested in original proposal)
 Destination: _____
 Dates of Travel: _____
 Total Amount of trip: \$ _____

_____ *Capital Equipment* *(not requested in original proposal)
 Total Amount: \$ _____

9. Explanation/Justification: Include the scientific rationale and the impact of the requested action on the project budget. Requests for no-cost extensions should explain why the project completion was delayed and how any budget balance will be expensed during the extension period. Requests for foreign travel should state how the trip will benefit the project. Requests for the purchase of Capital Equipment should list each item separately with cost, source of funds if other funds are being used, and how the stated equipment will benefit the project. (Attach additional sheet if necessary)

10. *If rebudgeting is required for these items, please list which budget categories should be reduced.

Budget Categories:	Amount:	Budget Categories:	Amount:	Total:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Approvals:

Principal Investigator

Department Head

Business Office

Sponsored Program Services

Dean (If Signature Authority not Delegated)