

## Western Michigan University Request for University Prior Approval

Principal Investigator (Name:)	Department:	Fund & Cost Center:
Project Title:		Project Period: to
Sponsor Award No:	Sponsor Contact Person:	Telephone No.

**Request Approval for:** (Justification Required – See Section Provided Below)

Pre-award Cost (New or Continuation)	Budget Revision	Equipment – Special Purpose
Carry Over of Funds	Domestic Travel	Equipment – General Purpose
No-Cost Extension	Foreign Travel	Other -

**Granting Agency:** (check one)

Air Force Office of Scientific Research (AFOSR)	Department of Education (DOED)	Office of Naval Research (ONR)
Army Research Office (ARO)	National Aeronautics and Space Administration (NASA)	National Science Foundation (NSF)
Department of Agriculture (USDA)	National Institutes of Health (NIH)	Environmental Protection Agency (EPA)
Department of Energy (DOE)	National Endowment for the Humanities (NEH)	Other -

**Justification:** Provide a detailed explanation of the action requested and its benefit to the project.

**Certification** by Principal Investigator. This request is consistent with the scope and objectives of the project as approved by the awarding agency.

Principal Investigator Signature:	Date:
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**Approval** by the Grants and Contracts Office. This request has been reviewed for allowability within the prior approval requirements and is consistent with agency and University policies.

Grants and Contracts Signature:	Date:
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**Approval** by the Office of the Vice President for Research. This request has been reviewed for consistency with agency and University policies and is approved.

Vice President for Research Signature:	Date:
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## **Request for University Prior Approval Form Instructions**

The Request for University Prior Approval Form is used to request approval of administrative and spending actions on a grant or contract.

**Section I: General information.** Name and department of the Principal Investigator. **Fund and Cost Center** is the grant account. **Project Title** is the title of the project. **Sponsor Award No.** is the agency grant number. **Sponsor Contact Person and Telephone No.** is the name of the person at the agency and their telephone number.

**Section II: Request Approval for** – indicate the actions(s) requiring approval by checking the appropriate box(es). If you are requesting a budget revision attach the budget revision form to the request.

**Section III: Granting Agency** – indicate the agency by checking the appropriate box.

**Section IV: Justification** – provide an explanation, including scientific rationale, for the requested actions(s) and the impact on the project budget, including the availability of funds.

**Section V: Signatures - Certification** – the Principal Investigator must sign and date the request. Approval by the Grants and Contracts Office indicates that the request has been reviewed for allowability within the prior approval requirements and consistency with agency and University policies. **Approval** by the Office of the Vice President for Research indicates the request has been reviewed for consistency with agency and University policies and is approved.

When fully approved, a copy of the approved request will be forwarded to the Grants and Contracts Office. If the agency needs to be notified of the action(s) taken the Research Officer in the Office of the Vice-President for Research will communicate the necessary action(s) to the agency. An e-mail is sent to the Principal Investigator notifying them of the approval.