

**Western Michigan University**  
**Request for University Prior Approval**

Principal Investigator (Name:)	Department:	Fund & Cost Center:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Project Title:		Project Period:
<input style="width: 95%;" type="text"/>		<input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/>
Sponsor Award No:	Sponsor Contact Person:	PAF #
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Request Approval for:**

**Granting Agency:**  **If other, please specify:**

**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.

Signature

**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.

Signature

**Approval by the Office of Research and Innovation.** This request has been reviewed for consistency with agency and University policies and is approved.

Signature

Additional Review, if necessary  
 Department and College representatives approve the post-award revision to be submitted to the awarding agency.

Department Chair:  
 Name, Date, Signature

  
  
  

Associate Dean:  
 Name, Date, Signature

## **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** is the name of the person at the agency. **PAF #** is the grant tracking number assigned by ORI at the time of award.

**Section II: Request Approval for** – indicate the actions(s) requiring approval by selecting from the drop-down menu. If you are requesting a budget revision attach the budget revision form to the request.

**Section III: Granting Agency** – indicate the agency by selecting from the drop-down menu. If the sponsor is not listed, select “Other” and enter the sponsor name in the box to the right.

**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.

If the request must be sent to the awarding agency then department and college representatives must also approve 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 Research and Innovation 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 Research and Innovation will communicate the necessary action(s) to the agency. An e-mail is sent to the Principal Investigator notifying them of the approval.