

Institutional Prior Approval Request Info Sheet

When submitting an Institutional Prior Approval Request (anticipated extension or additional funding), please note that this is a request for **permission** to continue spending on the award while awaiting a formal modification. This means that the only actions taken in PeopleSoft are those which are **required** to continue spending while awaiting the formal modification.

Sponsored Projects Accounting (SPA) will not change anything else in PeopleSoft unless/until a formal modification is issued.

Items Updated (if applicable):

- End date
- Project status

Items Not Updated:

- Budget
- Award amount

Anticipated Extension

The project end date **will** be adjusted based on an approved Institutional Prior Approval Request for an anticipated extension. The new end date cannot be more than 90 days after the current awarded end date and will match the date given on the request. If the anticipated extension is not awarded, all expenditures past the awarded end date will be transferred to the departmental SpeedType listed on the form. The award end date in PeopleSoft will also be corrected back to the awarded end date.

Anticipated Additional Funding

The project budget **will not** be adjusted based on an approved Institutional Prior Approval Request for anticipated additional funding, even if it is currently in deficit. An approved form means that SPA will allow spending up to the requested amount, causing the award to go further in deficit. If the anticipated funding is not awarded, all expenditures over the awarded amount will be transferred to the departmental SpeedType listed on the form.

Always emphasize to your PI that an approved Institutional Prior Approval Request is temporary. Any costs incurred while awaiting additional time/funding are the responsibility of the UCCS department/unit. In the event that the anticipated extension and/or funding is not granted by the sponsor, all expenses past the awarded end date or over the awarded amount will be transferred to the SpeedType provided at the bottom of the Institutional Prior Approval Request. Any/all adjustments in PeopleSoft will also be reversed if the anticipated formal award modification is not received.

If you have any questions, please reach out to your Sponsored Projects Accountant.