



OFFICE OF SPONSORED PROGRAMS

Revision Clearance Form

This form is used to obtain OSP review and approval of project and budget revisions or amendments that require internal review and/or sponsor approval. OSP must review all amendments that require sponsor approval or that will require budget modifications. If you are not sure if sponsor approval is required, please contact OSP.

The following revisions are typically required for federally funded projects and must be reviewed by OSP before they are submitted to the sponsoring agency (OSP submits most amendments to the sponsor):

- ✓ Change a project's scope or time line;
- ✓ Change in PI/PD or other key personnel, such as the absence of a PI/PD for more than three months or the reduction of PI/PD effort by 25% or more; and
- ✓ Budget changes, such as addition of a new budget line item, moving funds between line items, additional or different equipment, changes in indirect costs, participant support, cost-sharing, etc.

Requestor:		Phone:
PI/PD (if different from requestor):		Phone:
Project Title:		
Sponsor/Funding Agency:		
Award No.:		Banner Org No.:
Type of Revision	Budget modification Time extension Change in project scope Key personnel change or PI/PD absence Task order (added to existing agreement) Other: _____	
Comments (Optional):		

Principal Investigator/Project Director

Date

Department Head/Supervisor

Date

Director of Sponsored Programs

Date