COMMON CONTRACT & GRANT REQUESTS
Revised May 24, 2010

Since Sponsors differ, be sure to review the Sponsor specific guidelines prior to submitting each request. The below instructions are general for NIH awards.

<table>
<thead>
<tr>
<th>TYPES:</th>
<th>DESCRIPTION:</th>
<th>DUE: (minimum)</th>
<th>MECHANISM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Authorization to</td>
<td>Establishes a fund number for an extramural funded project prior to the</td>
<td>As soon as there’s proof Award will be granted by</td>
<td>Hard copy RAS form to OCGA</td>
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<tr>
<td>Spend Funds (RAS)</td>
<td>receipt of the actual award from the Sponsor</td>
<td>Sponsor &amp; internal docs are complete</td>
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<tr>
<td>Change in PI or Other Key</td>
<td>Requests approval to change PI/KP from what was listed on original proposal.</td>
<td>As soon as FM is notified of change</td>
<td>OCGA Prior Approval Site</td>
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<td>Personnel (KP)</td>
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<td></td>
<td>Requests approval to reduce PI/KP effort &gt;25% of original proposal effort.</td>
<td>As soon as FM is notified of change</td>
<td>OCGA Prior Approval Site</td>
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<td>Significant Reduction in</td>
<td>Significant increases don’t require approval.</td>
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<td>Effort of PI/KP</td>
<td></td>
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<tr>
<td>Significant Rebudgeting Requests</td>
<td>Requests approval to rebudget a single DC category +/- by &gt;25% of TC</td>
<td>As soon as change is needed based on stmtn projections</td>
<td>OCGA Prior Approval Site</td>
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<td>awarded. Doesn’t apply to Modular budgets.</td>
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<tr>
<td>Supplement Request</td>
<td>Requests additional funds to be added to a current budget period to expand</td>
<td>When funds are required</td>
<td>Letter to Sponsor</td>
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<td></td>
<td>its scope</td>
<td></td>
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<tr>
<td>Carry-Over Request</td>
<td>Requests unspent funds from one budget period be carried-over &amp; used to the</td>
<td>Prior to 90 days after to budget period end date</td>
<td>Letter to Sponsor</td>
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<td>following, continuation budget period</td>
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<tr>
<td>No-Cost Time Extension</td>
<td>Extends the project period end date by up to 1 year</td>
<td>2 weeks prior to project period end date</td>
<td>OCGA Prior Approval Site or</td>
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<td></td>
<td></td>
<td></td>
<td>Letter to Sponsor</td>
</tr>
</tbody>
</table>

***ALL ITEMS SHOULD BE SUBMITTED PRIOR TO MAKING THE CHANGE(S) REQUESTED***

REQUEST FOR AUTHORIZATION TO SPEND FUNDS (RAS)

Submit: RAS form – Hard copy* printed on pink paper (& 2nd DOM RAS Supplement form on white paper)
http://medschool.ucla.edu/workfiles/Site-ORA/postawardforms/Request_for_Authorization_to_Spend.xls
Notice of Award or other documentation to serve as guarantee what amount of funding is approved by Sponsor
IRB or ARC approval notice for this project, if applicable

Submit to: Steve Chorna to obtain Farah Elahi/Chair’s approval/signature
Grant Analyst at OCGA for processing, once Farah’s signature is obtained
*Do NOT submit via online eRAS http://www.research.ucla.edu/ocga/forms/eras.htm

AKA: eRAS

Notes: Generally requests are for up to 25% total cost of the budget and for a 3 month time period.
If funding falls through, any expenses incurred are the responsibility of the PI.
**CHANGE IN PI OR OTHER KEY PERSONNEL (KP)**
Submit: Justification to include:
1) Award #
2) Project Title
3) PI Name
4) Budget Period
5) Names of original PI/KP
6) Names of the new/replacement PI/KP
7) Reason for the change
8) Change in effort level
Biosketch of new PI/KP
Updated Other Support of new PI/KP

Submit to: OCGA’s Prior Approval Website [http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm](http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm)
Email any additional attachment directly to OCGA Grant Analyst

**SIGNIFICANT REDUCTION IN EFFORT OF PI/KP**
Submit: Justification to include:
1) Award #
2) Project Title
3) PI Name
4) Budget Period
5) Name & role of PI/KP
6) Change in effort level
7) Duration of change
8) What rebudgeting may occur

Submit to: OCGA’s Prior Approval Website [http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm](http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm)

**SIGNIFICANT REBUDGETING REQUESTS**
Submit: Justification* to include:
1) Award #
2) Project Title
3) PI Name
4) Budget Period
5) Amount of funds to be rebudgeted
6) Which budget categories funds will be moved from/to
7) Implications on F&A costs
8) Whether there will be a change in scope of work
9) Assurance the request will not change existing total cost commitment for current and future budget periods
Biosketch of any new key personnel*
Detailed Budget*
Budget Justification* – justify every category

Submit to: OCGA’s Prior Approval Website [http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm](http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm)
OCGA* – they will send to addressee of the letter after co-signing letter

Note: *For those not under FDP or expanded authority, create cover letter with same justification information & forward additional paperwork.
SUPPLEMENT REQUEST
Submit: Cover Letter from PI, co-signed by OCGA – include:
1) Award #
2) Project Title
3) PI Name
4) Budget Period – supplements should be within current budget period dates
5) Synopsis of how the additional funds will benefit the overall project
Biosketch of any new key personnel
Detailed Budget
Budget Justification – justify every category

Submit to: OCGA – they will send to addressee of the letter after co-signing letter

AKA: Revision, Competing, Minority or Administrative Supplement, Minority Enhancement

Notes: Generally supplemental requests are made in response to an RFA from an Institute that has additional funding available to fund supplements. Supplemental funding is generally restricted & cannot be rebudgeted without NIH prior approval. CF in excess of 25% of the current year’s total approved budget may require additional justification & result in increased scrutiny from the Sponsor.

CARRY-OVER REQUEST
Submit: Cover Letter from PI, co-signed by OCGA – include:
1) Award #
2) Project Title
3) PI Name
4) Budget Period
5) Synopsis/Explanation of
   1. Why there are funds remaining
   2. What they will be used for in the coming year
   3. How the additional funds will benefit/impact the overall project

Detailed Budget
Budget Justification – justify every category
Copy of official FSR from EFM with figures that match the carry-over request

Submit to: OCGA – they will send to addressee of the letter after co-signing letter

AKA: Carry-forward, CF

Notes: Unless restricted on the terms of the award, this action is generally allowable under FDP or expanded authorities. There is no guarantee that carry-over request will be approved at the level requested. Be sure not to spend funds until approval has been obtained.
**NO-COST TIME EXTENSION (NCTEx)**

Submit: **FIRST NCTEx**

Online submission justification includes:
1. Scientific justification including progress to date
2. Length of extension requested
3. Amount of and reason for unobligated balance
4. Plan for use of funds during extension period

SECOND NCTEx

Cover Letter from PI, co-signed by OCGA – include:
1) Award #
2) Project Title
3) PI Name
4) Budget Period
5) Synopsis/Explanation of
   1. Scientific justification including progress to date
   2. Length of extension requested
   3. Amount of and reason for unobligated balance
   4. Plan for use of funds during extension period (Include categorical budget detail, in text format, of requested direct and F&A costs.)

Submit to: *For NIH awards governed by FDP or expanded authority, requests for 1st NCTEx are submitted via [http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm](http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm) OCGA – they will send to addressee of the letter after co-signing letter. For 2nd or non-FDP/expanded authority requests.*

AKA: NCTEx/NCTE/NCE, No-cost