

UIC

Office of Business & Financial Services
Department of Grants & Contracts
 809 South Marshfield Ave, 5th Flr (M/C 551)
 Chicago, Illinois 60612
 Send to Grants & Contracts; DO NOT FAX

Institutional / Organizational Prior Approval Systems (IPAS/OPAS)

Request for review and approval of an action relating to a Sponsored Project

Principal Investigator: _____

Banner Grant Code (1 letter and 4 digits): _____

C-FOP for this action: _____

Budget Period: _____ to _____

Sponsor's Award ID Number: _____

Sponsor Name or Sponsor ID: _____

Project Period: _____ to _____

Action Requested (check one):

- ___ Request for rebudgeting* – indicate amounts and expense category names and account codes below.
- ___ Request for University Prior Approval**– no-cost extension, etc. Provide justification.
- ___ Endorsement of correspondence*** TO a sponsor.

* *Redistribution of current budget:* Same account code cannot be repeated on both sides. If changes to subcontract budgets, list names and dollar amounts for ALL current and planned subcontracts ITD to current budget year.
 ** *University Prior Approval:* Subject to sponsor terms and conditions.
 *** *Correspondence:* Enclose original signed by PI. Include add'l signature block for Vice Chancellor for Research.

Explanation/Justification for Request (or attach a separate memo):

<u>Category</u>	<u>Account Code</u>	<u>INCREASE</u>	<u>Category</u>	<u>Account Code</u>	<u>DECREASE</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total:		_____	Total:		_____

Increases MUST equal decreases.

Indirect Cost rate for this fund: _____ Tuition Remission rate for this fund: _____

Approvals:

	<i>Print Name</i>	<i>Signature</i>	<i>Phone</i>	<i>Date</i>
Dept. Acctg Contact:	_____	_____	_____	_____
Principal Investigator:	_____	_____	_____	_____
Dept. Head:	_____	_____	_____	_____