

# CSU Fullerton Auxiliary Services Corporation

## Office of Sponsored Programs (OSP)

### **Approval for Grant Changes**

Each sponsor has preferences about how changes to the grant should be handled. The terms and conditions of the award which are discussed during the orientation meeting will provide the PI with approved and allowed changes.

### **No-Cost Extensions**

No-cost extensions are usually requested by the PI due to project delays, where additional time is needed to carry out the approved scope of work, but no additional funding is required. **The fact that funds remain at the end of a project is not sufficient justification for an extension.** The PI should describe the reason for the extension along with the spending plan for the unexpended balance. Expanded Authorities on many federal grants and cooperative agreements may allow OSP to approve a single no-cost extension.

### **PI Transfer/ Absence/Reduction of Effort**

Advanced written sponsor approval is required when a PI intends to transfer to another institution, plans to be absent from the project for three months or more, or reduce his or her level of effort by 25% or more from the awarded level. The PI, working with the Sponsored Programs Administrator, is responsible for Key Personnel reductions in effort requiring the need for prior sponsor approval.

### **Scope of Work Change**

Any change in the proposed scope of work requires sponsor approval. The PI should describe the scope change needed and the impact the change may have on the budget.

### **Carry-forward**

Certain sponsor awards may not allow automatic carry-forward of unexpended funds for each budget period. The PI must review the sponsored award terms closely to ensure whether the award requires advance sponsor approval for carry-forward of unexpended funds to the next budget period.

### **Significant Re-budgeting**

Re-budgeting of awarded costs may be considered significant when the change results in re-budgeting a single direct cost budget category by more than 25% of the total award. Depending on the terms of the award, the PI may be required to submit a revised budget to the sponsor explaining the need for significantly re-budgeting project costs. Significant re-budgeting may indicate a change in the scope of work.