Instructions for requesting approval for changes to sponsored projects

General guidance for when sponsor approval should be requested is available in the Administrative Procedures Manual (APM) section 45.14. Additional information may be found in the Office of Sponsored Programs (OSP) Guide to Sponsored Projects or by contacting OSP Post Award at postaward@uidaho.edu.

Prior approvals are to be submitted in VERAS and instructions are provided in VERAS in the Help Tip menu. Some agencies will require submission of a prior approval request through their own portal or on their own forms but please begin with a VERAS prior approval submission.

Sponsors require at least 30 days advance notice for a prior approval request. Please ensure that you submit your prior approval to OSP in VERAS before this timeframe and with an extra 3-5 business days for OSP Post Award to review and request changes from the PI, when needed. Some sponsors may have longer timeline requirements – check your agreement or contact OSP Post Award for assistance.

All requests for changes must be submitted through VERAS and approved by OSP prior to submission to the sponsor. Specific information on what must be included with the request letter (or contained within) can be found in (or linked within) the agreement from the sponsoring agency. Please include all required documents as an attachment to the prior approval request in VERAS for review and signature when appropriate. OSP will submit the request to the sponsor once internal approval (e.g. AOR signature) has been secured.

Creation of a prior approval is now (as of 5/23/2022) to be completed in VERAS. Instructions are located here and in the VERAS Help Tip menu.

Once the request is submitted in VERAS, reviewed, and approved by Post Award, and signed by the Authorized Organizational Representative (the OSP Director or delegate), Post Award will send the request to the sponsor for a decision. The PI and DGA will be copied on the email to the sponsor.

Once OSP has received approval from the sponsor’s contracting official for the requested change then a modification to the award will be processed and the PI and DGA will be notified.
Creating a **Sponsor Prior Approval Request** Form

**Background:** Sponsoring entities may place restrictions on effecting specific types of changes after an award is in place. These restrictions (e.g., time extensions, key personnel changes, scope of work changes) require that prior approval be requested and granted, typically via an amendment to the agreement. The **Sponsor Prior Approval Request** form asks a series of questions based on the type of request being made to ensure that all appropriate information is captured for processing the request. OSP then creates and submits the request letter based on the answers provided in the form.

This form replaces the ‘prior approval letter’ templates formerly used and no longer requires PI signature directly on the letter because PI approval is captured as part of the submission process.

**Objective:** Create a **Sponsor Prior Approval Request** form in VERAS.

**Who:** Project Personnel and DGAs can start the request form, but final signature by PI is required for submission. Contact OSP if the current PI is no longer with the University.

1. Log into [http://veras.uidaho.edu/](http://veras.uidaho.edu/)
2. If you are listed as personnel on the proposal, you can select the **Forms** icon under the **Project Assistant** workspace’s **All Projects** table **Actions** menu:

   - Selecting the **Forms** icon will open a list of available forms to choose from, and you will select either **Start a new Submission** (for a new request) or **Edit Incomplete Submissions** (for a previously started request) to enter the form.

3. If you are not listed as personnel on the proposal, you will need to search for the proposal.

   - Under **Project Assistant** Workspace, select **Find a Project**
   - Search for the applicable proposal number and select the pencil/paper icon to open.
   - Select the form name
   - Start a new form by selecting **Add a New Form**
Creating a Sponsor Prior Approval Request Form

4. Complete the applicable information in section one of the request form to the best of your ability. Make sure to leave question 1.12 “OSP Internal Use ONLY” blank. Select **Save and Continue to Next Section**, then select **Signoff and Submit**. See “Signoff and Submit Sponsor Prior Approval Form – Additional Instructions” for additional information towards the end of this document.

   a. This form will require the PI to sign off and approve the submission before it goes to the OSP submission queue.
   b. If someone besides the PI authors the form, they must select **Notify PI to Signoff** for the PI to receive a system notification at the end of the form.

5. When OSP receives the submission, the project status will change to **Prior Approval - RUSH Processing**.

   Note, you can find previously completed forms in the **Project Submission Status** summary under the **Completed** tab.

   **Signoff and Submit Sponsor Prior Approval Form – Additional Instructions**

   1. **Signoff and Submission**
      a. When the application is being completed by someone other than the PI (Co-PI, DGA, etc.), select **Notify PI to Signoff**. This will send a notification to the PI that the form is ready for their signature:
Creating a Sponsor Prior Approval Request Form

1. If you select Save and Continue to Next Section, you will be taken to another screen where you will need to select Notify PI to Signoff:

2. Setup for Submission Routing and Signoff
   a. Select the Key Personnel required for routing and signoff from the following screen
      i. Note the PI and all Co-Investigators are automatically displayed and selected in this list. Optional: If a co-PI needs to be included in the signoff they will need to be manually added to the signoff routing by checking the Include in signoff box.
      ii. Select Add Additional Personnel to the Routing List if you need to add additional personnel to the routing signoff.
         1. If you need the signature of a PI that is not already linked to the proposal, you will search the database for the new personnel and assign them the role of ‘Alternate PI’.
Creating a Sponsor Prior Approval Request Form

b. Select **Save – Signoff Routing List** button:

![Image of Save - Signoff Routing List button](image)

The window will refresh. Review the personnel listed for the review and signoff of this submission. Select **Yes** once finalized, then **Save – Start Signoff Routing**.

i. If you are the PI, you will see a re-routing notification for you to signoff on the submission where you will approve and signoff to submit to OSP:

![Image of re-routing notification](image)

ii. If you are not the PI or one of the personnel signing off, you will see the following notification:
Creating a Sponsor Prior Approval Request Form

3. Form Submitted
   a. When the form is submitted to OSP, the PI will receive an automated email confirming the submission was received by OSP, and the status of the project will now show ‘Prior Approval - RUSH Processing’.