General guidance for when sponsor approval should be requested is available in the Administrative Procedures Manual (APM) [section 45.14](http://www.uihome.uidaho.edu/default.aspx?pid=98223http://www.uihome.uidaho.edu/default.aspx?pid=98223). Additional information may be found in the Office of Sponsored Programs (OSP) [Guide to Sponsored Projects](http://www.uidaho.edu/osp/award/managingyourresearchmanual/projectchangesrequiringpriorapprovalfromsponsor) 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](https://www.uidaho.edu/research/faculty/resources/forms) and in the [VERAS](https://veras.uidaho.edu) 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.