



The OPAR/Change Request form enables PIs/academic units to make routine and non-routine prior approval requests associated with sponsored programs. Please complete applicable sections and sign as required. Download/save the form prior to completion. Please email the completed form to your assigned ORPA Grant and Contract Administrator and attach to the ERA FP record.

Award Information			
Sponsor Award #		PeopleSoft Award #	
PI Name		Princeton ERA Proposal # (if applicable)	

No Cost Extension Request (please also attach Sponsored Project Summary)			
Current End Date		Unexpended Balance	\$
Requested New End Date		Is this the first NCE request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification (include technical/program-based rationale for request as well as plan for use of unobligated funds)			

Pre-Award Spending	
<input type="checkbox"/> Pre-award spending accounts are available for awards having a PeopleSoft Award Number where the sponsor allows for expenses to be applied for a period up to 90 calendar days before the award start date in accordance with Uniform Guidance.	
Start Date	<input type="checkbox"/> Pre-Award in Excess of 90 days (incl. justification in Other Approval section below)

Advance / Out-of-Period Spending Request				
All costs incurred prior to official award start date are at the department's risk. Discuss with GCA.				
<input type="checkbox"/> Advance Spending requests are used when we <u>DO NOT</u> have a PeopleSoft Award Number and project costs are incurred prior to award arrival. This requires a back-up departmental chartstring. There must be a strong indication in writing that the award is forthcoming (attach as back-up).				
<input type="checkbox"/> Out of Period Spending requests are used when we <u>DO HAVE</u> a PeopleSoft Award Number. The current period will/has expired and is expected to be extended. Example: We are waiting for an outyear amendment/modification for additional time and/or funding. Provide backup explanation/documentation.				
Start Date		Advance Spending Backup Chartstring		
End Date	<input type="checkbox"/> 45 Days	<input type="checkbox"/> 90 Days	<input type="checkbox"/> 180 Days	<input type="checkbox"/> Other* (Sponsor may not allow, so check guidelines) *If end date exceeds 180 days, discuss details with your GCA
Sponsor Spending Limit (if applicable)	\$			

Other Approval Requests
Complete this section for any special or unusual request that requires either University or sponsor approval. Please include a concise justification. Please attach additional information as required.

Approvals			
I have reviewed the above request and found it to be necessary, reasonable, and allocable to the objectives of the sponsored project. To the extent that <u>advance/out-of-period spending</u> is requested, the award-owning department assumes responsibility for monitoring this spending and underwrites any associated financial risk.			
Dept Approver	Name		Date
PI (or Designee)	Name		Date
ORPA GCA	Name		Date