Office of Research & Economic Development Internal Funding Programs

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Overview

The Office of Research and Economic Development sponsors several internal funding programs including the Research and Scholarly Development Grant, Faculty Development Council Grant programs, and Seed Grant to Support the Arts and Humanities. From time to time project activity is delayed and/or the expenditure of funds or the work scope of the project changes. A post-award change request must be submitted to request approval to:

- change the end-date of an award (no-cost extension) without additional funding;
- rebudget the use of funds to complete a project;
- change the scope (and, in some cases, the budget) of the work to be performed in a project;
- and in rare circumstances (e.g. leaving university employment, change in eligible status, etc.) an award may be relinquished.

ALLOWABLE POST-AWARD CHANGE REQUESTS:

No-cost extension, including special provisions for projects impacted by COVID-19

Rebudgeting

Change in work scope

Request to relinquish

Post-Award Changes

Requests for all post-award changes are reviewed on a case-by-case basis.

ELIGIBLE: Faculty who have an *active* Research and Scholarly Development Grant, Faculty Development Council grant, or Seed Grant to Support the Arts and Humanities.

INELIGIBLE: The Faculty Productivity Grant program is not eligible for post-award change requests.

LIMITATIONS: Awardees of the Seed Grant to Support the Arts & Humanities are only eligible to request a no-cost extension if their projects have been impacted by COVID-19. Under normal conditions, NCEs are not allowable for awardees of that program.

POST-AWARD CHANGE REQUEST PROCESS: Awardees must apply for approval for all post-award changes through the ORED Faculty Development Program Post-Award Administration page in InfoReady (https://bit.ly/postawardchange).

REQUIREMENTS FOR NO-COST EXTENSIONS:

- As of October 1, 2019, no-cost extensions for new Research and Scholarly Development Grant and Faculty Development Council awards are limited to one six-month period.
- Requests for approval of a no-cost extension must be received at least 60 days prior to the end-date of the award.
- No-cost extension requests submitted inside of the 60-day requirement may not be reviewed.

REQUIREMENTS FOR REBUDGETS:

- Requests for approval to rebudget an existing project award must be received before expenditures occur.
- Requests for rebudgeting approval received in the last month of the project term will not be reviewed.

REQUIREMENTS FOR RESCOPING:

- Requests for approval to rescope an existing project award must be received before changes in project activity occur.
- Approval for changes in the scope of work received in the first quarter of the project term will not be reviewed.

REQUIREMENTS FOR RELINQUISHING:

- Please contact Angela Jordan before submitting a request to relinquish an award (contact info in document header).

Special Provisions for Projects Impacted by COVID-19

While the current policy is to allow no-cost extensions of six months on **Research and Scholarly Development Grants** and **Faculty Development Council** grants, we recognize that changes caused by the impact of COVID-19 may affect awardees' ability to complete their research within the regular award term. Therefore, we are making an exception for faculty who can document that their work has been delayed by pandemic conditions; **we will allow no-cost extensions of up to one year. Affected faculty will need to include a justification for why the additional time is needed and how that is related to the pandemic**; e.g. lack of access to human subjects because of required social distancing measures, travel abroad restricted by federal order, or other conditions.

Additionally, while the current policy disallows no-cost extensions on the **Seed Grant to Support the Arts & Humanities**, we recognize that changes caused by the impact of COVID-19 may affect these awards as well, particularly in the case of international travel. **If your proposed travel is still possible at a later date then you can, during your award term, apply for a no-cost extension of up to one year if you anticipate that it will be needed. Affected faculty will need to include a**

justification for why the additional time is needed and how that is related to the pandemic; e.g. event venue closed because of social distancing measures, travel abroad restricted by federal order, or other conditions. **However, if you anticipate that your proposed project will be impossible to complete (because it was a one-time opportunity, for example) and you wish you to fund a different project, then you will need to relinquish your award and reapply.**

If you need to apply for any post-award change, follow the usual process and submit your application through InfoReady at least 60 days prior to the end of the award, being sure to observe the additional guidelines about COVID-19 justifications.

Constructing the Application

A complete application for post award change request will contain the following information (refer to the appropriate section below):

a. No-Cost Extension

- Provide a summary of the project activities to date (include publications, presentations, scholarly product information).
- Provide a justification for the no-cost extension request (i.e. why is a no-cost extension needed?).
- No-cost extensions are limited to one six month request.
- Provide a budget showing expenditures to date.
- Provide a detailed line item budget and budget narrative for the remaining funds, including during the post-award term.
- **FOR AWARDS IMPACTED BY COVID-19, include a special section justifying why the additional time is needed and how that is related to the pandemic. In these cases only, you may request one extension of up to one year.**

b. Rebudgeting

- Provide a summary of the project activities to date (include publications, presentations, scholarly product information).
- Provide a justification for the rebudget request (i.e. why is rebudgeting needed?).
- Include the original proposed budget.
- Provide a budget showing expenditures to date.
- Provide a detailed line item budget and budget narrative for the remaining funds, highlighting the proposed changes.

c. Change in Scope of Work

- Provide a summary of the project activities to date (include publications, presentations, scholarly product information).
- Provide a justification for the proposed change in the scope of work (i.e. why is a change in the scope of work needed?).

- Clearly specify how the proposed changes in the scope of work relate to the original planned activities.
- Provide a budget showing expenditures to date.
- Provide a detailed line item budget and budget narrative for the remaining funds, highlighting projected expenditures related to the change in scope.

d. Relinquishing an Award

- Discuss the circumstances that have led to the request to relinquish the award.
- Cite the amount of unobligated and/or unliquidated funding.

Submitting the Application

1. Submit the documents in InfoReady

- The request should be formatted with 1" margins and a font size of no smaller than 11 point; line spacing must be 1.0 or greater; pages should be numbered consecutively.

2. Deadlines

- **NO-COST EXTENSIONS:** Requests must be received **at least 60 days** prior to the end-date of the award. No-cost extension requests submitted inside of the 60-day requirement may not be reviewed.
- **REBUDGETS:** Requests must be received **before expenditures occur**. Requests for rebudgeting approval received in the last month of the project term will not be reviewed.
- **RESCOPING:** Requests must be received **before changes in project activity occur**. Approval for changes in the scope of work received in the first quarter of the project term will not be reviewed.
- **RELINQUISHING:** Please contact Angela Jordan **before submitting a request to relinquish** an award (contact info in document header).

Approval for NCEs must be received 60 days before the award end date.

Review Process

Post-award change requests will be reviewed by the Assistant Vice President for Research. Awardees will be notified of the status of the request within five business days of submission.