REQUEST FOR APPROVAL UNDER ORGANIZATIONAL PRIOR APPROVAL SYSTEM
INSTRUCTION SHEET

This form implements the Organizational Prior Approval System (OPAS) for the approval of certain actions under State and Federal agency grants. Principal Investigators must complete this form to request approval for any of the actions checked on the following page.

Authority to approve the actions listed above is subject to the understanding that the general level of effort and the scope of the objectives of the approved project will not be altered and that the proposed action is reviewed in advance by the Director of Grants and is consistent with grant conditions. All funding agencies have retained the authority to approve changes in Principal Investigators and changes in objectives or scope of approved projects.

For actions requesting any changes that affect personnel status (hire, termination, title change, transfer of personnel/fringe benefits funds), the appropriate documentation reflecting that all required HR processes have been initiated and approved must be attached.

Any invoices relating to externally funded projects which have been submitted to Business Services will NOT be approved unless sufficient funds are available in the applicable budget categories. If sufficient funds are not available in the applicable budget categories, the Principal Investigator should submit this form indicating the amount of funds to be rebudgeted. Upon approval of the request, invoices will be reviewed and approved as necessary.

INSTRUCTIONS

Specific instructions for completing each item on the form is set forth below:

Item 1: Indicate name and department of the Principal Investigator.

Item 2: Identify Grant/Project Name. Also indicate the Agency Grant Number and NWACC Restricted Fund Account Number exactly as awarded.

Item 3: Indicate the beginning and ending dates of the budget period affected by the requested action. If the budget period identified is prior to the current budget period, a complete explanation for the lateness of the request must be provided in Item 6.

Item 4: Identify the action(s) requiring approval by checking the appropriate box(es).

Item 5: Indicate whether the action will or will not require changes in the approved budget. For actions which require rebudgeting, the dollar amount for each transaction should be specified as well as the applicable budget categories.

Item 6: Please provide an explanation, including the scientific rationale, for the requested action(s). The impact of the requested action(s) on the project budget, including the availability of funds, should also be discussed. If this request involves the purchase of scientific equipment, indicate the cost of the item(s). Any additional information useful in evaluating this request should be included.

For requests to have two or more projects approved as related, the scientific or technical commonality of the work being performed must be described. Article 38 of NSF F.L. 171 cites the following examples of scientific or technical commonality: "(a)the theoretical approaches of projects are interrelated; (b)studies of the same phenomena are conducted by the same or different techniques; (c)specific instrumentation, which is central to the work being performed, is used."

Item 7: The Principal Investigator must sign and date the request. If approval is requested to establish the relatedness between projects, each individual named as Principal Investigator or Co-Principal Investigator in the award letters for related projects must sign the request.

The signature of the VP indicates that a substantive review of the scientific elements of the transaction has been performed and found to be appropriate and that the proposed action will result in the effective utilization of institutional resources.

Upon receipt by the Office for Grants, the Director will review the request for consistency with the College and agency policy. Final approval will be indicated by the Director or other designee. When fully approved, copies of the approved request will be forwarded to the Principal Investigator, VP, and Restricted Funds Accountant. If questions arise during the review, the Director will consult with the Principal Investigator. If the request is not approved, an explanation will be conveyed to the Principal Investigator.

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

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1. Principal Investigator: _____ Ext: _____ Dept: _____

2. Grant/Project Name: _____

Agency Grant #: _____ NWACC Restricted Fund Acct #: _____

3. Budget Period Affected (dates): _____ to _____

4. Approval is requested for the following action(s):

- ☐ No Cost Extension
- ☐ Equipment Acquisition
- ☐ Domestic Travel
- ☐ Budget Adjustment
- ☐ Services Consulting
- ☐ Other: Specify in No. 6 Below

5. Approval will ☐, will not ☐ require rebudgeting. (If rebudgeting is required, indicate amounts and budget categories which will be affected. Attach additional sheets if necessary.)

$ _____ from _____ to _____
(BUDGET CATEGORY) (BUDGET CATEGORY)

$ _____ from _____ to _____
(BUDGET CATEGORY) (BUDGET CATEGORY)

6. Explanation/Justification: (Refer to Instruction Sheet.)

7. Approvals

This request is consistent with the scope and objectives of the project as approved by the agency.

_____ Principal Investigator Signature _____ Date

The scientific and technical merit of this request has been reviewed. The action requested will result in more effective utilization of institutional resources.

_____ VP/Cabinet Member _____ Date

This request has been reviewed for consistency with the agency and College policies and is:

☐ Approved ☐ Not Approved

_____ Director of Grants _____ Date

_____ Restricted Funds Accountant _____ Date