

# UNIVERSITY OF ALASKA SOUTHEAST

## **Information Manual for Research and Other Sponsored Projects** *Updated: October 2007*

### ***GM 6: Revision to Project***

#### **Revision of Existing Projects**

Revisions to existing awards will be routed to the Budget and Grants Office. Revisions include: change to budget (line item, increment or decrement), change in scope of work, change in PI or other major project administrator, and no-cost extensions.

For awards that do not allow UAS the authority to make changes without notifying the agency, the Budget and Grant Office requests that the PI communicate with the agency in writing the required changes. This may be done in a formal memo, or through email notification. The Budget and Grant Office must be included as a cc on all communications. Once the agency has agreed to the revision, the follow-up action can be initiated by the unit.

Not all awards have expanded authority, check your award documents. For active National Science Foundation (NSF) awards, NSF's Fastlane will electronically notify the Budget and Grants Office of the request to amend a current budget, and the Director will be the Institute Responsible Official (IRO) for these actions only.