Prior Approval Request Form

Complete this form for all requests that require Sponsor or OCG approval

*Award#:*_____ *PI Name*_____*Sponsor*_____

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*Check the appropriate box, include a justification in the space provided, and **email the completed and signed form** to either your Office of Contract or Grant (OCG)* Research Administrator (RA) *or to the* uhpostaward@uh.edu *central mailbox. Both options will deliver to your Administrator.*

NO-COST EXTENSION – *(enter justification below)*

New End Date:_____/_____/_____

REBUDGET - *(enter justification below)*

90-DAY PRE-AWARD SPENDING AUTHORIZATION*- *(enter justification below)*

Pre-award Start Date:_____/_____/_____

* This option is only available for awards which have already been assigned an Award Number in PeopleSoft, and the sponsor allows for 90-day pre-award spending in accordance with the referenced Research Terms and Conditions

OTHER APPROVAL REQUEST *(enter description of request and justification below)*

Justification/Explanation:

I have reviewed the above request and found it to be necessary, reasonable and allocable to the objectives of the sponsored project or program.

Request By: _____   _____   _____
              PI (or Designee) Signature   Print Name   Date

Approved By: _____   _____   _____
              OCG Representative   Print Name   Date