**myGRANT Procedure for Post-Award Documents**  
Effective as of January 1, 2016

<table>
<thead>
<tr>
<th>Post-Award Action</th>
<th>Action to be taken</th>
</tr>
</thead>
</table>
| Change in PI                            | - Create and submit PD for approval routing  
- Select Proposal Type: **Post Award - Change in PI**  
- Attach all relevant documentation | |
| Change in Cost Sharing                   | - Create and submit PD for approval routing  
- Select Proposal Type: **Post Award - Change in Cost Sharing**  
- If copying a prior PD, delete any inapplicable documents and attach all relevant documentation | |
| Change in Scope of Work                  | - Create and submit PD for approval routing  
- Select Proposal Type: **Post Award - Change in Scope of Work**  
- If copying a prior PD, delete any inapplicable documents and attach all relevant documentation | |
| Change in RTRF allocation                | - Create and submit PD for approval routing  
- Select Proposal Type: **Post Award - Change in RTRF Allocation**  
- If copying a prior PD, delete any inapplicable documents and attach all relevant documentation | |
| PI changes departments                   | - If the change will result in a change to the current RTRF allocation for the award, submit a Change in RTRF allocation PD as described above and also attach the updated department information to the record.  
- If the change does not result in a change to the RTRF allocation for the award, no PD is needed. Submit written notice of the department change to your assigned ORS Specialist. | |
| Addition/deletion of or change in key personnel | - If the change will result in a change to the current RTRF allocation for the award, submit a Change in RTRF allocation PD as described above and also attach the updated key personnel information to the record.  
- If the change does not result in a change to the RTRF allocation for the award, no PD is needed. | |
| Supplemental funding not previously proposed | - Create and submit PD for approval routing  
- Select applicable Proposal Type  
- Create budget for amount of supplemental award  
- Attach all relevant documentation | |
| Addition to or change in research certifications approval | - No PD is needed. Send relevant documents to your assigned ORS Specialist for review and further guidance. | |
| De-obligations                           |                                                                                                                                                  | |
| Rebudgets                                |                                                                                                                                                  | |
| Change in conflict of interest disclosure |                                                                                                                                                  | |
| Addition of consortium                   |                                                                                                                                                  | |
| Change in performance site               |                                                                                                                                                  | |