### myGRANT Procedure for Post-Award Documents

**Effective as of December 13, 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 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                            | No PD is needed. Please provide all required details by updating your disclosure in the myGRANT COI module.                                                                                                                                                                                                                                     |
| Rebudgets                                 |                                                                                                                                                                                                                                                                                                                                                       |
| Addition of consortium                    |                                                                                                                                                                                                                                                                                                                                                       |
| Change in performance site                |                                                                                                                                                                                                                                                                                                                                                       |
| Change in conflict of interest disclosure  | No PD is needed. Please provide all required details by updating your disclosure in the myGRANT COI module.                                                                                                                                                                                                                                     |