### 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>
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| 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                          |                                                                                                                                                                                                                                                                                                                                                  |
| Rebudgets                               |                                                                                                                                                                                                                                                                                                                                                  |
| Change in conflict of interest disclosure |                                                                                                                                                                                                                                                                                                                                                 |
| Addition of consortium                  |                                                                                                                                                                                                                                                                                                                                                  |
| Change in performance site             |                                                                                                                                                                                                                                                                                                                                                  |