

myGRANT Procedure for Post-Award Documents

Effective as of January 1, 2016

Post-Award Action	Action to be taken
Change in PI	<ul style="list-style-type: none"> - Create and submit PD for approval routing - Select Proposal Type: Post Award - Change in PI - Attach all relevant documentation
Change in Cost Sharing	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	