

Prior Approval (Re-budgeting, Carry forward, Change of PI, etc.)

Sponsor prior approval for research grants refers to the formal permission required from the granting agency or sponsor before certain changes can be made to an approved and awarded project. These approvals are necessary to ensure that the proposed changes remain within the scope, budget, and intent of the original award.

Each sponsor (e.g., NIH, NSF, DOE, private foundations) has its own guidelines for what constitutes a significant change and what requires approval.

Common actions that typically require sponsor prior approval include:

- Changes in the scope of work or specific aims
- Change in the Principal Investigator (PI) or key personnel
 - Significant reduction in the effort of key personnel
- Rebudgeting that exceeds allowable thresholds or affects specific budget categories
- Consortium: Subcontracting a substantive programmatic portion of the work, which results in a change in scope, unless described in the application and funded in the approved award budget
- No-cost extensions: Request for additional time (without additional funds), extending the last year or budget period of an existing award. Unless the sponsor has delegated UCR the authority to extend an existing award, UCR must seek permission from the sponsor. Transfer of grant to another institution
- Foreign travel not previously approved

If you are interested in requesting a prior approval to the sponsor, please contact your SRP office at least 60 days prior to the desired change via our service link to ensure your request includes all required information and is submitted in accordance to the sponsoring agency's deadline. The PI will work with the SRP analyst to submit the official request RED-SPA.

Until UCR receives sponsor approval of your request and the grant agreement is modified accordingly, please follow the original terms and conditions so the university is in compliance with the sponsor.

NIH provides the following information regarding prior approval: [8.1.2 Prior Approval Requirements](#)