

To find the PI Change Form Please visit:

<https://hsc.unm.edu/financialservices/preaward/contracts-grants/>

Go to Procedures. Then go to maintaining Federal Grants and scroll to the bottom

UNM HEALTH SCIENCES CENTER
Sponsored Projects Office

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Contracts & Grants

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Contract & Grant Procedures

PLEASE NOTE: ALL NCE Request into Pre Award MUST come from the PI (or Dept. Chair if PI is unavailable). ALL NCE letters to sponsors must be signed by Pre Award. **2nd**

Proposal Stage	Just In Time Stage	Award Stage	Maintaining Federal Grants	For SPOs
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Requirements for Prior Approval
(HSC Pre-Award - General Guidelines)

For the actions listed below, the grantee must obtain written prior approval from the Grants Management Officer (GMO) of the PHS awarding office for any grant other than a construction grant. The Notice of Grant Award (NGA), specific program legislation or regulations may require additional prior approvals. Therefore, the following list may not be all-inclusive.

Prior approval is required whether increasing an existing budget category or using funds for categories not specified in the original proposed and approved budget. Failure to obtain prior approval from the appropriate office may result in the disallowance of costs.

- Change in Scope, Principal Investigator, Grantee Institution, Successor in Interest, or Recipient Institution Name.
- Restrictions on Notice of Grant Award: undertaking any activities disapproved or restricted as a condition of the award.
- Transferring Substantive Programmatic Work.: transferring to a third party the actual performance of substantive programmatic work by sub-award, contract, or any other means,.
- Carryover of unobligated funds from one budget period to another when not under expanded authority.
- Extension of the budget/project periods with or without additional funds for NIH. Pre-award can activate a no cost extension for one year one time only. NIH must approve any additional extensions.
- Equipment Purchase: equipment exceeding \$25,000 per unit.
- Alternative use of salary support due to receipt of a research (career/scientist) development award: the alternative use of grant funds awarded under a PHS grant to a non-governmental organization for an individual's salary that are no longer required for that purpose as the result of the transfer of that individual's salary to an RCDA to other RCDA-type career development award.
- Alterations and Renovations (A&R): drawings and specifications for alteration and renovation projects over \$50,000. Also, A&R costs may not exceed the lesser of \$150,000 or 25 percent of total direct costs during any consecutive 3-year period unless a waiver is obtained.
- Audiovisual materials: the cost of acquisition or production of audiovisual materials exceeding \$25,000 for a single audiovisual product.

Forms That May Be Needed:

- No Cost Extension : [Sample NCE Request](#)
- Change in Percent Effort : [Sample Change in Effort Request](#)

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