

Prior Approval Letter Matrix

| | Carryover [^] | Re-Budgeting | Request for Additional Funds | No Cost Extension | Withdrawal of Application ⁺ | Change of PI | PI Transfer | Change in Key Personnel | Effort Reduction for Key Personnel | Change of Scope |
|---|------------------------|--------------|------------------------------|-------------------|--|--------------|-------------|-------------------------|------------------------------------|-----------------|
| Date | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Agency Contact Info (e.g. name, email, address) per last NOA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Grant or Agency Number | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Direct Costs | ✓ | ✓ | ✓ | ✓ *8 | | | ✓ | | | |
| FFR or SPA to Verify | ✓ | | | | | | | | | |
| TC w/ F&A rate or Split | ✓ | ✓ | ✓ | ✓ *8 | | | ✓ | | | |
| Budget if requested by agency. Note: RMS Record required ONLY if salaries for personnel is requested by agency or provided to agency. | ✓ | ✓ | ✓ | | | | | | | |
| Justification ^o | ✓ *1 | ✓ | ✓ *2 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Date Change is Effective | | | | ✓ *3 | | ✓ | ✓ | ✓ | ✓ | |
| PI Signature [^] | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ *4 | ✓ | ✓ | ✓ | ✓ |
| Dept Chair/Div Chief Signature ^o (Internal - for SPA/OSRS only) | | | | | ✓ *5 | ✓ *6 | ✓ | | | |
| Biosketch (for agency only, SPA/OSRS does not need a copy) | | | | | | ✓ | | ✓ | | |
| Other Support | | | | | | ✓ | | ✓ | | |
| Current Human Approval [⊛] | | | | ✓ | | ✓ *7 | | | | |
| Current Animal Approval [⊛] | | | | ✓ | | ✓ *7 | | | | |
| Current EPA/FDS/COI [⊛] | | | | ✓ | | ✓ | | ✓ | | |
| SPA Signature [‡] | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Upload Signed Letter to RMS | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |

[^ See the Carryover Guidance for Grantees](#)

[+ Send to OSRS for processing](#)

[∞ For NIH applications, also see the current NIH Grants Policy Statement](#)

◆ For NIH Multiple PI awards, the signatures of all of the PIs required (Contact PI is required for submission to NIH, other PIs are internal for SPA/WashU).

Φ Department Chair signatures are required on SPA's copy. If a NIH Multiple PI award, the signatures of all of the PIs and their respective Dept. Chairs are needed.

⊛ Needed following approval from agency and prior to fund profile processing.

‡ Leave SPA signature block blank and SPA will complete for the appropriate signer.

Except as otherwise noted, letters are processed by SPA and should be sent to the appropriate SPA mailbox based on funding agency:

spaprivategrants@wustl.edu

spacontracts@wustl.edu

spadhhsgrants@wustl.edu

spaothergovtgrants@wustl.edu

*1 If carryover is ≥ 25%, indicate why is there a balance & how the money will be spent. If carryover is < 25%, explain how the money will be spent

*2 Indicate why additional funds are needed & how they will be spent

*3 Specify the new ending date

*4 Needs to be signed by both PIs

*5 Not needed if the department is withdrawing a resubmission because the original application was awarded

*6 If dealing with two different divisions, both dept Chairs/Div Chiefs Signatures are needed

*7 Need applicable approvals in new PI's name prior to name change in profile and following approval from the agency

*8 SPA to check balance. If negative/low, tell DA cost-sharing is needed

NOTE: Matrix may vary on a case-by-case basis. It is recommended to send draft letters to SPA prior to obtaining signatures.