

Complete the information below, obtain signatures and email a signed pdf to osp@lsu.edu or return original to OSP, 202 Himes Hall

Today's Date:	SPS Proposal # - Trx. #	LSU Award # (For Existing Awards Only)	Mailing Deadline (If Applicable):
----------------------	--------------------------------	---	--

Principal Investigator (PI):	E-mail:	Phone:
-------------------------------------	----------------	---------------

Contact (if other than PI):	E-mail:	Phone:
------------------------------------	----------------	---------------

Cost Center:	Sponsor:
---------------------	-----------------

List all employees who require Grant Financial Analyst / Award Analyst roles to access this Award/Grant in Workday (www.lsu.edu/workday/key_roles.php)

A. NEW AWARD REVIEW Attach a copy of the award and the full proposal submitted to sponsor.

- CHECK ALL THAT APPLY:*
- Award terms and conditions are satisfactory (approve by signing below).
 - There are errors or problems with the award (provide explanation below or contact OSP).
 - The budget has been reduced but the original scope of work can be completed at the reduced funding amount.
 - The budget has been reduced and the original scope cannot be completed at the reduced rate (attach a revised scope of work for submission to sponsor).
 - Award includes a subcontract. (Complete and attach OSP-3 Form—www.lsu.edu/osp, Click Forms, Award Forms).
 - Project received "Received for Review/Just In Time" compliance approval when routed. Attached is final approval.

B. AMENDMENT/MODIFICATION REVIEW Attach a copy of the amendment and full proposal if for new funding (not incremental funding).

- CHECK ALL THAT APPLY:*
- Amendment terms and conditions are satisfactory (approve by signing below).
 - There are errors or problems with the amendment (provide explanation below or contact OSP).
 - The budget has been reduced but the original scope of work can be completed at the reduced funding amount.
 - The budget has been reduced and the original scope cannot be completed at the reduced rate (attach a revised scope of work for submission to sponsor).
 - This amendment includes additional funds for subcontractor. (Complete and attach OSP-3 or OSP-4 Form—www.lsu.edu/osp, Click Forms, Award Forms.)
 - Project's compliance approval expired (IRB, IACUC, IBRDS). Attached is continuation approval.

PI, Chair/Unit Director and Dean (if required by college policy) certify by signature below that the action request(s) is acceptable. PI further certifies that he/she agrees to serve as the primary individual responsible for the technical progress, scientific integrity and fiscal and administrative management throughout the period of the award and agrees to manage and control project funds in a prudent manner and expend funds to directly support the project effort in accordance with the restrictions imposed by the award terms and conditions and University policy.

PI/UNIT/COLLEGE APPROVALS:	Approval Signature:	Date:
Principal Investigator: (REQUIRED)		
Chair/Unit Director: (Required, if by Unit Policy)		
Dean: (Required, if by College Policy)		

Provide any notes to assist OSP in its review.

Below is for OSP Internal Use:

ADMINISTRATIVE APPROVALS:	Approval Signature:	Date:
Export Control Officer: (if applicable)		
Intellectual Property: (if applicable)		
Other:		
OSP Approval:		

OSP, SPA notes/disclosures:

N-New (New, Supplement, Competing Continuation) \$

C-Continuation (Incremental, Non-competing Continuation) \$