TYPES OF PRIOR APPROVALS

1. Initial (First) No-Cost Extension

2. Second No-Cost Extension

3. Carryover Request

4. Change in PI/PD
OSR PRIOR APPROVAL FORM

1. General Information
   - Project ID
   - RAMSeS IFIT Number
   - PI Name
   - Department Number
   - Submitter Name
   - Email
   - Phone Number
   - Date

2. Prior Approval Action:
   - Select a Prior Approval Action from the drop-down above to view the action's definition and required documents in the boxes below.

3. Does this require Sponsor Prior Approval per the Award or Sponsor Guidelines?
   - Yes
   - No
   - Your OSR Sponsored Projects Specialist can confirm the approval method (internal or external). Please contact your SPS if there are questions about the approval method before submitting this form.

4. Required documents associated with the Prior Approval action(s):
   - Documents for Internal University Approval
   - Justification Letter Signed by PI
   - Subrecipient Letter of Intent
   - Subrecipient Detailed Budget and Budget Justification
   - Subrecipient Scope of Work
   - Documents for External Sponsor Approval
   - Any Other Project/Sponsor Specific Requirements

5. Does this Prior Approval require a Budget Revision?
   - Yes
   - No
   - If a Budget Revision is required, complete the Budget Revision form generated on page 2 by selecting “Yes” above.

6. Explanation & Justification
   - (This does not replace the Justification Letter for External Prior Approval Requests)

7. Required Signatures
   - Submit forms digitally signed using the Submit button OR scan copies with ink signatures and email them to ResAdminOSR@unc.edu.
   - Principal Investigator Signature (Required)
   - Business Manager Signature (Required)

Submit
**DETAILED BUDGET FOR INITIAL BUDGET PERIOD**

**DIRECT COSTS ONLY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
<th>Fall Meds</th>
<th>Acad Meds</th>
<th>Summer Meds</th>
<th>Base Salary</th>
<th>Salaries Requested</th>
<th>fringe benefits</th>
<th>Total</th>
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**SUBTOTALS**

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<tr>
<td>Consultant Costs</td>
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<tr>
<td>Supplies (requested)</td>
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<td>Indirect Costs</td>
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<td>Contractual Costs</td>
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**SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD**

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<th>Item</th>
<th>Cost</th>
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Form Page 4

UNC SYMPOSIUM

2019 RESEARCH ADMINISTRATORS
NIH CHECKLIST PAGE

Program Director/Principal Investigator (Last, First, Middle)

CHECKLIST

1. TYPE OF APPLICATION (Check all that apply)

☐ NIH application (This application is being submitted to the NIH for the first time)

☐ R21/RU2/R01 at application number

☐ R21/RU2/R01 at application number (This application replaces a prior unfunded version of a new, revised, or renewal application)

☐ NIH of grant number

☐ R21/RU2/R01 to grant number

☐ CHANGE of Co-investigator, Name of Co-investigator

☐ CHANGE of Grant/Institution, Name of former institution

☐ INVENTIONS and PATENTS

☐ If "Yes," Previously reported

☐ Domestic applicant

☐ Foreign applicant

☐ Domestic Grant, with foreign involvement

☐ No

☐ Yes

☐ 2. PROGRAM BUDGET (See instructions)

☑ All applications must indicate whether program income is anticipated during the period(s) for which grant support is requested. If program income is anticipated, use the format below to indicate the amount and source(s).

<table>
<thead>
<tr>
<th>Project Period</th>
<th>Anticipated Amount</th>
<th>Source(s)</th>
</tr>
</thead>
</table>

☐ 3. ASSURANCE certifications (See instructions)

☐ In signing the application face page, the authorized institutional representative agrees to comply with these policies, procedures, and other certifications listed in the application instructions. (Applicable if applying for the first time. Descriptions of individual assurance requirements are contained in the NIH Grants Policy Statement and/or General Conditions of Award, and are not repeated here.)

☐ 4. FFR the same ADMINISTRATIVE COSTS [F&A/INDIRECT COSTS]. See specific instructions:

☐ FFR Agreement dated

☐ FFR Agreement being negotiated with Regional Office

☐ No FFR Agreement, but rate established with

☐ Date

☐ 5. PRELIMINARY MANIFESTATION: The entire grant application, including this Checklist, will be reproduced and provided to peer reviewers as confidential information.

a. Initial budget period

Amount of base $ 0
Rate applied 0.00%
% F&A costs 0 00

b. 60 year

Amount of base $ 0
Rate applied 0.00%
% F&A costs 0 00

c. 60 year

Amount of base $ 0
Rate applied 0.00%
% F&A costs 0 00

d. 60 year

Amount of base $ 0
Rate applied 0.00%
% F&A costs 0 00

e. 65 year

Amount of base $ 0
Rate applied 0.00%
% F&A costs 0 00

☐ 6. RATE: Use rates approved through 03/15/2019

☐ 7. CHECKLIST FORMS Page

☑ UNCSYMPOSIUM

☑ 2019

☑ RESEARCH ADMINISTRATORS
1. Submit OSR prior approval form.

2. Provide Science justification-uploaded into COMMONS module as one document.

3. Provide number of months extension requested.

4. No budget required.

5. Route request through RESADMINOSR@unc.edu.

6. OSR will complete request in COMMONS Status module.
SECOND NO-COST EXTENSION

1. Submit OSR prior approval form.
2. Provide number of months extension requested.
3. Provide amount of unobligated balance.
4. Budget and budget justification to match unobligated balance on NIH 398 form including NIH checklist-uploaded in COMMONS as one document.
5. Progress report: not the RPPR; include aims completed to date and aims to be completed in extension period-uploaded in COMMONS as one document.
6. Justification for extension-uploaded in COMMONS as one document.
7. Route request through RESADMINOSR@unc.edu.
8. OSR will complete request in COMMONS Prior Approval module.
1. Submit OSR prior approval form.
2. Final Financial Report must be submitted and accepted before request can be made.
3. Amount of funds to be carried over.
4. Explanation of unobligated balance.
5. Budget and budget justification to match unobligated balance on NIH 398 form including NIH checklist-uploaded in COMMONS as one document.
7. Route request through RESADMINOSR@unc.edu.
8. OSR will complete request in COMMONS Prior Approval module.
CHANGE IN PI/PD

1. Submit OSR prior approval form.
2. Actions: add a PD/PI, Remove PD/PI, Mark PD/PI as Contact PD/PI
3. Include level of effort for PD/PI
4. Include Effective date of change
5. Justification for change-uploaded in COMMONS as one document.
7. NIH Biosketch-uploaded in COMMONS as one document.
8. Other support-uploaded in COMMONS as one document.
9. Route request through RESADMINOSR@unc.edu.
10. OSR will complete request in COMMONS Prior Approval module.