

OPAS
UNIVERSITY OF ALASKA
APPROVAL REQUEST UNDER ORGANIZATIONAL PRIOR APPROVAL SYSTEM
Under the Doctrine of Expanded Authority

Specific instructions for completing each line on the form are set forth below:

- 1.** Print the principal investigator's name, the name or acronym of the funding agency, the funding agency's award number, and UA's grant code and restricted fund number.
- 2.** Indicate the beginning and ending dates of the budget period affected by the requested action. If the budget period identified is prior to the current budget period, a complete explanation for the lateness of the request must be provided in Line 4. If the request is to incur pre-award costs, note the beginning date as expected from the funding agency in Line 4 with the justification. If the request is for a no cost time extension, note the requested end date in Line 4 with the justification.
- 3.** Identify the action(s) requiring approval by checking the appropriate space.
- 4.** Provide an explanation and/or justification, including the programmatic rationale for the requested action(s). The effect on the project budget, including the availability of funds, should also be discussed. If the request involves the purchase of project equipment, indicate the cost of the item(s) and justification as to why it is now needed. If the request is for a no cost time extension, a project related justification is required. If the request is to incur pre-award costs, provide both programmatic as well as economic justification for the University to assume the liability and provide as much information on the terms of the expected award.
- 5.** Indicate whether the action will require changes in the approved budget. If the requested action requires rebudgeting, a budget request form must be submitted.
- 6.** The Principal Investigator must sign and date the request. The Director must then review the request with respect to the programmatic and technical propriety of the requested action. The signature of the Director indicates that a substantive review of the programmatic elements of the transaction have been performed and found to be appropriate and that the proposed action will result in the effective utilization of institutional resources. Upon receipt by the Statewide Office of Cost Analysis, the request will be reviewed to ensure compliance with the funding agency's and University's policies. Final approval will be indicated by the signature of the Statewide Controller/Director. When fully approved, the form will be kept with the award file in the Statewide Office of Cost Analysis. If the request is not approved, an explanation will be sent to the Principal Investigator.