

Stephen F. Austin State University Revision Clearance Form

Used by Faculty, Grant Staff, or ORSP to document post-award revisions

Attach documentation as requested by ORSP (sponsor approval, copy of extension, approved budget changes, etc.)

Requestor: **Phone:**

PI/PD: **Phone:**

Project Title:

Award Number: **FOP:**

Type of Revision:

- | | |
|--|---|
| <input type="checkbox"/> Budget changes | <input type="checkbox"/> Task order (added to existing agreement) |
| <input type="checkbox"/> Time extension | <input type="checkbox"/> Key personnel change or PI absence |
| <input type="checkbox"/> Change in project scope | <input type="checkbox"/> Other (explain) |

Signatures - required only if request is initiated by the PI/PD or grant staff

PI/PD **Date**

Chair/Dean: **Date**

Comments: (optional)

For budget changes, list the categories and amounts to transfer or attach the internal Budget Set-up and Revision Form

ORSP USE ONLY

Comments: _____

Initial / date below actions taken:

- | | |
|------------------------------|--------------------------------|
| _____ Contact/Notify Sponsor | _____ Create new fund number |
| _____ Update Banner | _____ Notify Grants Accountant |
| _____ Update Database | _____ Other: _____ |

Return to ORSP Staff _____ to notify PI/PD/Program Staff
staff initials