

**Wheaton College Prior Approval Form  
For National Institutes of Health Grants**

**For internal college use only.**

NIH Award Number: \_\_\_\_\_ Wheaton College Fund #: \_\_\_\_\_

Project Director: \_\_\_\_\_

Current Award Period: From \_\_\_\_\_ To \_\_\_\_\_

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
(if other than project director)

Signature of Requestor: \_\_\_\_\_

Check the type of change that is being requested and explain why the change(s) is needed in the space provided on the reverse side of this form.

**\* The NIH authorizes Wheaton College to approve the items which are asterisked.**

EXTEND THE AWARD PERIOD

Number of months

\*  1st extension of 12 months or less

1st extension exceeding 12 months

2nd extension

A one-time extension of up to 12 months can be made if additional time is required to complete the original scope of the project with funds already made available. A second request or a request to extend the award for more than twelve months must include a detailed justification for the extension, an estimate of the unexpended funds and a plan of work for activities that will be undertaken during the requested extension period.

BUDGET REVISION

\*  Transfer of budgeted funds between direct cost categories.

Addition of the following costs that were not included in the budget approved by the NIH.

foreign component added to a grant to a domestic organization

construction, land, or building acquisition expenditures

rebudgeting into alterations and renovations costs that exceed 25% of total approved budget, exceeds

\$300,000, or results in a change of scope

Transfer to a third party of a portion of work under this award.

Addition of costs that are specifically disallowed by the terms and conditions of the award.

Transfer of funds between construction and nonconstruction work.

Transfer amounts from trainee costs.

\*INCUR PRE-AWARD COSTS WITHIN 90 DAYS OF THE BEGINNING DATE OF THE AWARD.

CHANGE IN PROJECT ACTIVITIES THAT AFFECT SCOPE

**Written NIH approval** is needed before a recipient may make a change in project activities that affects in any way the purpose of the award, the subject matter, the treatment of the subject matter, the historical time frame of the project, the volume of material that is to be treated/studied, or the products that are expected to result from award activities. In making such a request, the recipient should understand that the NIH's authority to approve changes that affect the scope of a project is limited by its legislation and appropriation law. **(Explain in detail why a change in project activities is necessary and what change is proposed).**

(over)

CHANGE IN KEY PROJECT PERSONNEL

The replacement of the project director, the co-director, or other project personnel whose replacement is restricted in the award or a substantial reduction in the level of their effort (e.g., their unanticipated absence for more than three months, or a twenty-five percent reduction in the time devoted to the project) requires prior written approval from the NIH. (Evidence of the qualifications of replacement personnel must be provided).

OTHER CHANGE

Explanation/justification of requested changes. (Use attachment if additional space is needed).

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REQUESTED CHANGES

APPROVED

NOT APPROVED

(Signature) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date) \_\_\_\_\_

DOES THE NIH HAVE TO APPROVE REQUEST OR BE NOTIFIED OF CHANGE?  YES  NO

IF YES, DATE SENT: \_\_\_\_\_