



Date: _____
 Speedtype/Project #: _____
 Project Title: _____

Principal Investigator (PI): _____
 Department: _____
 Sponsor: _____
 Sponsor Award Number: _____

90 day Pre-Award Costs (For federal awards issued under the terms of the Federal Demonstration Partnership (FDP) or Expanded Authority only)

Period of Pre-Award
 _____ to _____

Anticipated award period to be funded by sponsor
 _____ to _____

Anticipated Pre-Award Cost Amount

Petition to allow project to remain open

Period of Petition (not to exceed 90 days)
 _____ to _____

Project is scheduled to terminate due to:
 Project in deficit Project past expiration date
(Attach current Project Income & Expense Statement (required))

No cost extension
(Attach current Project Income & Expense Statement)

Period of Extension
 _____ to _____

This request is for federal projects awarded under FDP; discretionary; internally and "various" funded projects; all others require written sponsor approval and should be attached to this form.

Preliminary Project (not to exceed 90 days)

eURF# _____

Period of Preliminary Project
 _____ to _____

Anticipated award period to be funded by sponsor
 _____ to _____

Rebudget/Reallocation Change Request

From (Budget Category/Acct)	Amount
Total Decrease	

Reallocation Project #: _____

To (Budget Category/Acct)	Amount
Total Increase	

Justification (Required for all requests):

Petition/Preliminary Accounts: If a deficit exists; project end date not extended or award fails to be granted upon the expiration, the department will be responsible for all costs. OSPA will transfer overage and after end date expenses to cost sharing of the associated department.

Required Approvals	Signature/Email	Date:
Preparer/Department Administrator		
Principal Investigator (Certifies that request is consistent with the scope & objectives of the project)		
Chair/Dean/Director (Certifies that request is consistent with the scope & objectives of the project)		
Financial Mgmt Center/Provost/Dean		