



Baruch College
City University of New York
Institutional Prior Approval System (IPAS)

Research and training awards normally require prior sponsor approvals for certain types of expenditures and transactions. Some federal agencies have delegated certain approval authorities to institutions that have established review and approval systems meeting specified criteria. Essentially these systems must assure that each transaction approved:

- 1) is necessary to achieve the project objectives supported by the grant;
- 2) is consistent with the grant terms and conditions;
- 3) is consistent with sponsor and grantee policies;
- 4) represents effective utilization of institutional resources; and
- 5) does not constitute a change in scope.

IPAS permits Baruch College to act upon the following types of transactions:

TYPE OF TRANSACTIONS FOR WHICH IPAS IS REQUIRED

Pre-award Costs Incurrence

Obligations and expenditures may be authorized up to 90 days prior to the effective date of a new or competing award provided those costs meet all specified criteria of the awarding agency.

No-cost Extension

The final budget period of a project may be extended one time up to one year beyond the ending date as shown on the Notice of Grant Award. It may also be used to extend the project in order to phase out the project or to extend, pending the issuance of the competitive award.

Equipment Purchase

For purchase of any item of equipment costing \$5,000 or more (including shipping and installation) which was not itemized in the approved budget.

Budget rollover Re-allocation

The reallocation of rollover funds results in an increase/decrease of indirect costs.

NOTE: General Purpose Equipment (office equipment, fax equipment, refrigerators, etc.) will not be approved unless it can be demonstrated that it will be used exclusively for the conduct of research.

Foreign Travel - For each foreign trip not included in the approved budget. (See specific FDP or agency specific guidelines.) US Flag carriers required.

Agency/sponsor guidelines should be consulted to ensure compliance.



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REQUEST FOR PRIOR APPROVAL OF CHANGES IN FEDERAL GRANTS

Principal Investigator(s) _____	Department _____
Agency _____	Federal Agency Grant No. _____
	RFCUNY Account No. _____
Current Budget Period: Start Date _____	Current Budget Period: Start Date _____

Please check the type of change requested below:

NO-COST EXTENSION of up to 12 months. **Provide a new termination date** _____
(Federal rules do not allow extensions simply to use up unspent grant funds. A legitimate research need must be identified)

EQUIPMENT PURCHASE:
Request to purchase equipment having an acquisition cost of \$5,000 or more for items not identified in the original agency-approved budget.

OTHER request (please describe).

Explanation /Justification. (Project relevancy and benefits should be emphasized. Use additional sheets as required).

Approval of any of the above requests will will not require rebudgeting. **If rebudgeting is required, please attached a revised budget (form available on the SPAR website)**

Certification of Principal Investigator(s): This request is proper to and consistent with the scope and objectives of the project as approved by the agency. Rebudgeting will not hinder completion of the approved project, nor increase the total amount expended.

_____ Signature of Principal Investigator	_____ Date	_____ Signature of Principal Investigator	_____ Date
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Approvals: This request has been reviewed for consistency with School and Departmental policies and approval is recommended.

_____ Dean/Unit Head/Designee	_____ Date
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_____ Approved: Director (SPAR)/Designee	_____ Date
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