



**SHEPHERD**  
UNIVERSITY

### **Shepherd University Prior Approval Form**

This form is provided by the Shepherd University Office of Sponsored Programs (OSP). The intent of this form is to help OSP submit the appropriate prior approval information to the funder utilizing the information provided below.

#### **Procedures for Completion/Submission:**

1. Complete this form electronically as a digital PDF document. The form must be signed by you and your immediate supervisor **prior** to submission.
2. The PDF document can either be electronically signed or printed, signed, scanned and emailed to OSP at [esamide@shepherd.edu](mailto:esamide@shepherd.edu) (preferred) OR sent via campus mail to "OSP" 110 Gardiner Hall.

**Name:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Department Chair/Supervisor:** \_\_\_\_\_

**Internal Grant Name:** \_\_\_\_\_

**Grant Fund:** \_\_\_\_\_ **Grant Org:** \_\_\_\_\_

#### **Type of Prior Approval Requested**

\_\_\_\_ PI/PD Change \_\_\_\_ % Effort Change \_\_\_\_ Budget Modification \_\_\_\_ Scope of Work

\_\_\_\_ No Cost Extension \_\_\_\_ Other (Please Describe): \_\_\_\_\_

#### **Sponsor**

\_\_\_\_ NSF \_\_\_\_ USDA \_\_\_\_ US Dept of ED \_\_\_\_ HEPC \_\_\_\_ Other: \_\_\_\_\_

**Sponsor Award Number:** \_\_\_\_\_

**Explanation/Justification:** Include the scientific rationale and the impact of the requested action on the project budget. Requests for no-cost extensions should explain why the project completion was delayed and how any budget balance will be expensed during the extension period. Requests for travel should state how the trip will benefit the project. Requests for the purchase of Capital Equipment should list each item separately with cost, source of funds if other funds are being used, and how the stated equipment will benefit the project. (Attach additional sheet if necessary)

*Please Note: An updated budget will be required for any budget modifications. Approved budget templates can be found on OSP's website by using this link: [Budget Resources](#)*

**Required Signatures for Approval**

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Principal Investigator

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