



The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion

Step 3.2: Agency Approvals

Purpose: To communicate changes to the project to all involved parties in order to comply with all University, federal and agency award regulations

Parties Involved: Principal Investigator, Administrative Staff, Research Administrators, C&G Specialist IIIs, C&G Accounting

Examples of situations requiring agency approval:

- Change in Scope of Work
- Change or Absence in PI and/or Key Personnel
- Change in Key Personnel Effort
- Transfer in and out of participant support category
- Addition of Foreign Travel
- Expenses that require prior approval based on award restrictions
- No Cost Extensions
- Additional Funds to complete the project
- Other Supplements (only applicable if no new proposal is required)
- Transfer of Grants (PI is either coming to or leaving the University)
- Any changes made to Subcontracts
- Other Restrictions that require prior approval as described in the award document

Steps in the Process:

- Review existing NOA/Award highlight for allowability and agency or federal restrictions, such as the [Uniform Guidance](#)
- Upon notification from Principal Investigator and/or agency, Research Administrator will communicate the needs as detailed above and log in GART. **ORSP is the main point of contact with the agency.**
- Upon agency's approval, communications and changes will be made accordingly.
- RA will prepare a NOA to reflect approved changes following step 3.6.
- If the approvals include changes to the subaward(s), RA will include the Contract and Grants Specialist III as a GART team member to begin subaward changes (See 2.6 Issue Subawards)

Summary Description: To comply with all University, federal and agency award regulations for project modifications and ensure thorough review and documentation for clarity and transparency