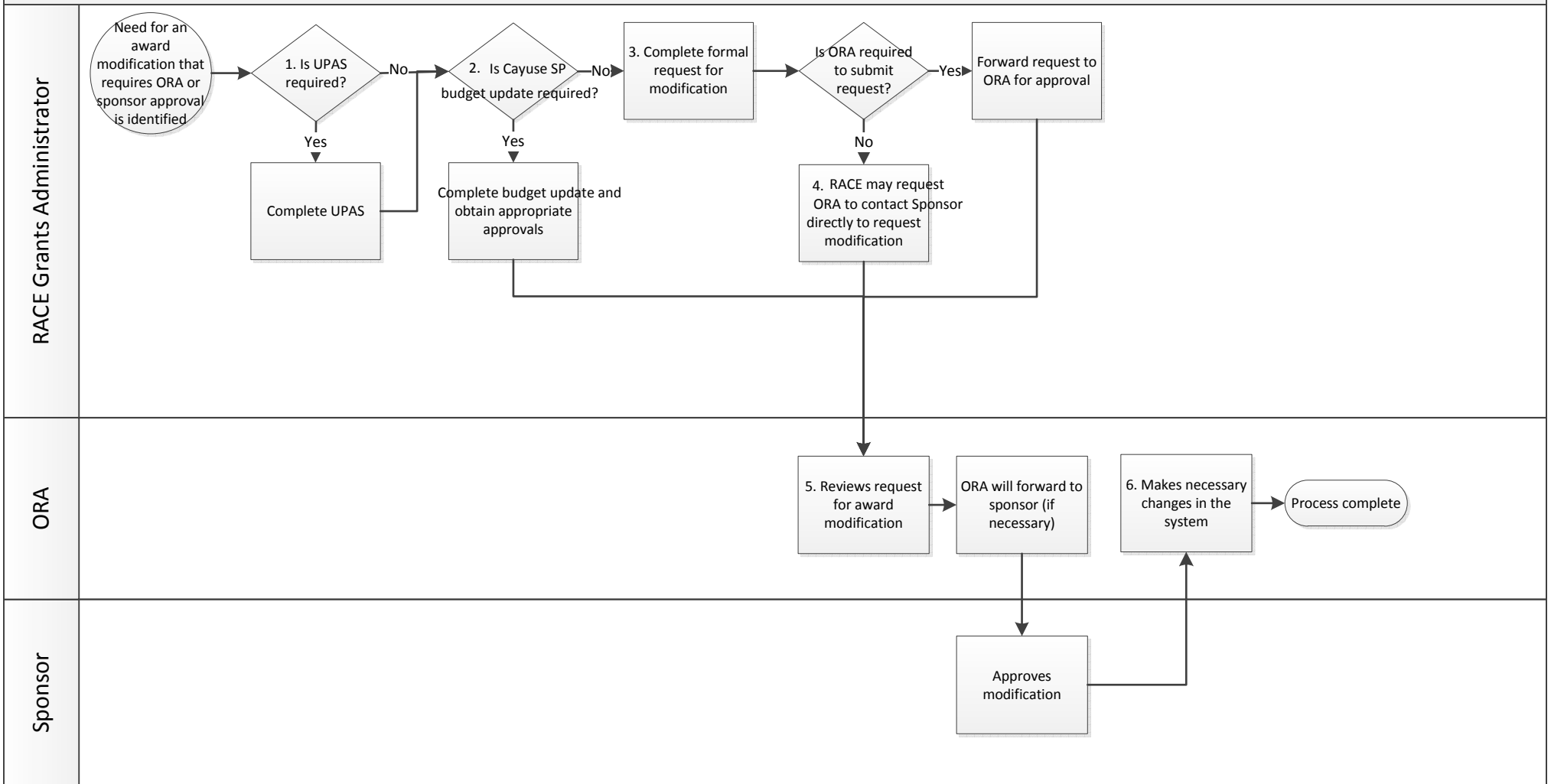
Thomas Jefferson University: Award Modifications

Confidential

Last Updated September 2019



Notes

1. The completion of the UPAS form is required in order to gain approval for: Advance Accounts, Pre-award costs, No Cost Extensions, and Re-budgeting (for unbudgeted equipment or foreign travel). UPAS is approved by the PI. Additional signatures are required for advance accounts, pre-award costs and cost sharing: Department Chair, Sr. Dept. Administrator and Academic finance. It is important to note that the UPAS form is for grants with expanded authorities only.
2. Update of the Cayuse SP record is required for modifications where the budget is affected
3. The letter to the sponsor is drafted by RACE and sent to ORA for review and approval. Examples of when a sponsor letter may be required: changes in key personnel, substantial changes in effort.
4. In some cases ORA may know about the need for an award modification first, in which case ORA will notify RACE.
5. SPAO may also need to make changes to the general ledger.