

Effort Guidance

Prior Approval for Significant Change in Work Activity

Background

Significant changes in sponsored work activity require prior approval from the sponsor. Significant changes include:

- A 25% (or greater) reduction in the level of committed effort over the budget or project period;
- PI disengagement from the project for more than 3 months;
- Change in PI and/or key personnel listed on NOA

The above situations constitutes a significant change in work activity. In accordance with OMB Circular A-110 and the Uniform Guidance 2 CFR 200, any significant change in work activity for the principal investigator/project director or key personnel *who are listed on the Notice of Grant Award (NOGA)* must be approved *prior to the change and in writing* by the sponsor's Grants Officer.

Process

- 1) Draft Prior Approval request document (see info and example below)
- 2) Submit request letter signed by PI to the effort inbox: effort@rsp.wisc.edu; copy the assigned RSP Post Award accountant.
- 3) RSP Effort Team will review and if approved obtain RSP Authorized Official signature and submit to sponsor's GMS.
- 4) Once RSP receives a response from the GMS, the Effort Team will notify the department/division/PI. If approved, the Effort Team will update the baseline commitment in SFS to the approved reduced amount.

Letter

The letter should be on official department or RSP letterhead and be addressed to the Grants Management Specialist assigned to the award. It must include a clear justification statement as to why the significant reduction is being requested and how it will impact the scope of work (i.e. who will pick up extra effort, etc.). In addition, include:

- Sponsor contact information for applicable GMS (i.e. email address)
- Agency award reference number and UW Madison Award ID (MSN#)
- Principal investigator name and contact information
- Project title
- Current award period and proposed end date
- Specific amount of requested reduction, in person months.
- Dates/periods affected by reduction
- Signatures from the principal investigator and RSP (RSP signature will be added after effort team review)

-For additional questions, contact the Effort Team at effort@rsp.wisc.edu –

****Note** Route request on department's letterhead to the effort inbox: effort@rsp.wisc.edu.**

Address Letter as follows:

Agency Grants Management Specialist

Agency Address

Agency Phone

Agency Email

Agency project number:

Principal Investigator name:

Project title:

UW-Madison fund-account number:

UW-Madison award number:

Award period:

Dear ():

[Reduction request and justification statement as to why the significant reduction is being requested and how it will impact the scope of work.

Specific amount of requested reduction, in person months.

Dates/periods affected by reduction.]

Sincerely,

(PI Name)

Principal Investigator

(Department Name/Address/etc.)

University of Wisconsin-Madison

(Signature)
