

**Touro University California
No-Cost Action Request Form**

General Information

1. Principal Investigator (PI):	2. OSP A#:
3. PI College:	4. Grant Account #
5. Project Title:	
6. Sponsor:	7. Sponsor Award #

8a. Action Request

- No-cost extension (Please complete the information outlined in Section 8b).
- | | | |
|--|--|--|
| <input type="checkbox"/> Carryforward | <input type="checkbox"/> Change in Key Personnel | <input type="checkbox"/> Add Subcontract |
| <input type="checkbox"/> Foreign Travel | <input type="checkbox"/> Grant Transfer | <input type="checkbox"/> Relatedness of Projects |
| <input type="checkbox"/> Expenditure for Single Item >\$25,000 | <input type="checkbox"/> Change in Scope of Work | <input type="checkbox"/> Rebudget |
| <input type="checkbox"/> Other _____ | | |

8b. (for no-cost extensions only)

Current Project End Date: _____

Requested New End Date: _____

Will there be a change in effort of any key personnel during the no-cost extension period? <input type="checkbox"/> Yes <input type="checkbox"/> No

If **YES**, complete the table below and provide rationale for the effort reduction in the **Justification**

Name	Role	Current Effort (shown as a %)	NCE Period Effort (shown as a %)

Projected account balance at the end of the current period (if unsure, please contact the Grant Manager for this information):	\$ _____
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Are all research compliance protocols approved and current? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>List protocol #'s and expiration dates.</i>

	Protocol #	Expiration Date
Human Participants (IRB):		
Animal Use (IACUC):		
Biosafety:		

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9. Justification of the above Action

Please summarize why the above action(s) needs to be taken and how it relates directly to the project referenced above. For no cost extensions, indicate: 1) the reason why the work was not completed during the approved project period and 2) what work will be completed during the extension period. Reminder: extensions may be requested for programmatic reasons only and to complete the approved scope of work.

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10. Required Signatures

(to be obtained by the Principal Investigator)

Approvals: This action is consistent with the project as approved by the funding agency and does not involve a change in the project's scope or objectives unless specifically noted above.

This action is consistent with the policies of the funding agency and Touro University California.

Principal Investigator

Print Name	Signature	Date
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College Dean (Needed only for grant transfer)

Print Name	Signature	Date
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***Grants Manager, OSP**

Print Name	Signature	Date
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** The TUC Grant Manager is authorized to approve cost-related changes that may be made in accordance with CFR § 215.25.*

If sponsor approval is required, attach the letter request to this form with a signature block for AOR countersignature.

Office of Sponsored Research:

Agency approval required: Yes No Agency notification required: Yes No

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No-Cost Time Extensions: The University may extend the final budget period of a research project one time for a period of up to 12 months beyond the expiration date provided an acceptable justification is given. A balance of funds anticipated to remain at the expiration date is not sufficient justification for a no-cost extension. Acceptable rationales includes, but are not limited, to additional time required for completion of the project, for continuity of funding pending review of a renewal, or for an orderly phaseout of a project that will not receive continued support (NSF grantees must use FastLane to request an extension).

Following sign-off, the University will forward a copy of the no-cost extension to the agency for their notification or their approval if so stated in their terms and conditions.

Expenditure for Single Item >\$25,000: An expenditure for any single item not listed in the agency approved budget which is greater than or equal to \$25,000 requires University approval. Rebudgeting requests below this ceiling no longer require approval by OSR and should be sent directly to Research Accounting. Pro forma budgets prepared by Research Accounting will be used as base budgets when no agency approved revised budgets are available.

Relatedness of Projects: Two or more grants may be treated as a single cost center if they are determined by the cognizant agency to be related. Criteria for establishing relatedness are given in OMB Circular A-21, paragraph C.4.b. Briefly, projects may be considered related if theoretical approaches are interrelated, studies of the same phenomena are investigated or different phenomena are studied by the same techniques.

Foreign Travel: Requests for foreign travel not itemized in the original approved budget should include destination, travel dates, and justification for the trip in terms of project objectives. A U.S. air carrier must be used unless certain travel conditions are met. Contact Research Accounting for information regarding these conditions. Please check with OSR if use of a foreign air carrier is planned. Note also that the University cannot approve foreign travel under Navy grants; approval must be obtained from that agency and advance notice of a minimum of 60 days is needed.

Change in Key Personnel: Agency approval is required for the replacement of a Principal Investigator or other Key Personnel such as Co-Investigator who has departed or who may be absent for an extended period. The latter is generally interpreted to be a continuous absence of three or more months.

Change in Scope of Work: Neither the research objectives nor scope of the project may be changed without written agency approval. For NIH and ADHMA, a change in scope may include use of different animal models or modifications in animal or human subject use. NIH as well as other agencies views significant rebudgeting as evidence of a possible change in project scope regardless of whether or not agency approval is required (e.g. greater than \$25,000).

Add Subcontract: Subcontracts not previously approved in the original budget require University and agency approval in most circumstances. This applies to contracting project related work to third parties rather than purchase of equipment, material or supplies.

Transfer Request: When a Rice PI decides to accept a position at another institution prior approval from Rice, the sponsoring agency, and the new institution is needed. This form may be used by the PI, Department Chair and Dean to signal their approval of the request for transfer. Please note that each sponsor has a different approval process when a transfer is requested. Some agencies will allow the remaining years of a grant to be transfers while others will suggest that a new PI be appointed or require that the PI reapply for the award once situated at their new institution, in some cases the leaving PI will be issued a subcontract to continue the work at their new institution

Other: This category includes, but is not limited to, requests for University or agency approval of use of off-campus indirect cost rates, for payment of consultants, or building renovations not previously listed in the agency approved budget.