

## Stephen F. Austin State University Revision Clearance Form

*Used by Faculty, Grant Staff, or ORSP to document post-award revisions*

*Attach documentation as requested by ORSP (sponsor approval, copy of extension, approved budget changes, etc.)*

**Requestor:**  **Phone:**

**PI/PD:**  **Phone:**

**Project Title:**

Award Number:  FOP:

**Type of Revision:**

- |  |   |
|--|---|
| <input type="checkbox"/> Budget changes          | <input type="checkbox"/> Task order (added to existing agreement) |
| <input type="checkbox"/> Time extension          | <input type="checkbox"/> Key personnel change or PI absence       |
| <input type="checkbox"/> Change in project scope | <input type="checkbox"/> Other (explain)                          |

**Signatures** - required only if request is initiated by the PI/PD or grant staff

**PI/PD**  **Date**

**Chair/Dean:**  **Date**

**Comments: (optional)**

*For budget changes, either list the categories and amounts to transfer or attach the internal Budget Set-up and Revision Form*

**ORSP USE ONLY**

ORSP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initial / date below actions taken:

- |                              |                                |
|------------------------------|--------------------------------|
| _____ Contact/Notify Sponsor | _____ Create new fund number   |
| _____ Update Banner          | _____ Notify Grants Accountant |
| _____ Update Database        | _____ Other: _____             |

Return to ORSP Staff \_\_\_\_\_ to notify PI/PD/Program Staff  
*staff initials*