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March 26, 2012

MEMORANDUM

TO: Directors of Offices of Research and Sponsored Programs
Contracts Managers
Institutional Fiscal Officers
Principal Investigators (PIs) with Contracts ending June 30, 2012

FROM: Christine Coulon Norton, Grants and Contracts Manager

RE: Deadline Date for Receipt of Requests to Amend Contracts and/or Revise Budgets for all BoRSF Contracts

Typically the Board of Regents receives a considerable number of requests from principal investigators of projects who need to: 1) extend the termination date of their contracts to fulfill the goals of their projects; and/or 2) revise their budgets. The Office of Sponsored Programs attempts to cooperate in these types of requests if sufficient and appropriate rationales have been provided in writing, if they are in accordance with contractual stipulations, and if all documentation arrives in our office by **April 30, 2012**. We ask that the institution's Office of Research and Sponsored Programs please distribute this information to all affected PIs.

In order to be considered, contract amendment and budgetary revision requests must be:

1. Approved by the appropriate university/college officials, in accordance with contract provisions, prior to transmission to the Board of Regents;
2. Submitted separately from required reports;
3. Received in the Board of Regents' office at least 60 days prior to the termination date of the original contract, or the most recent amendment to the contract, whichever is appropriate, i.e., no later than April 30, 2012, for projects that terminate on June 30, 2012.

Contractual provisions permit certain budgetary revisions without Board approval; however, Board notification is required. See your contract for further information.

Adherence to these procedures should facilitate the Board's consideration of these types of requests, ease complications associated with payment procedures (if any are involved), and generally serve to streamline record-keeping.

If you have any questions concerning this memorandum, please call Ms. Noreen Lockett or Mr. Bryan R. Jones, Enhancement Program Managers; Ms. Zenovia Simmons, Research and Development Program Manager; Ms. Carrie Robison, Associate Commissioner for Sponsored Programs Administration for questions regarding ATLAS or PKSFI, or me at (225) 342-4253. Thank you for your cooperation.

cc: BoR Sponsored Programs Staff
Ms. Angela Mastainich