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**BOARD OF REGENTS**

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March 29, 2019

MEMORANDUM

TO: Directors of Offices of Research and Sponsored Programs  
Contracts Managers  
Institutional Fiscal Officers  
Principal Investigators (PIs) with Contracts ending June 30, 2019

FROM: Ms. Carrie Robison   
Deputy Commissioner for Sponsored Programs

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

Typically the Board of Regents receives a considerable number of requests from PIs 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 BoRSF staff approves 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 is received by **4:30 PM on Tuesday, April 30, 2019**. We ask that the institution's Office of Research and Sponsored Programs please coordinate responses with all affected PIs.

**Please note that we have changed our submission procedure. All requests should be emailed to [support@laregents.org](mailto:support@laregents.org) and any requests received past the deadline will not be considered.**

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; and
- 3.) Received via [support@laregents.org](mailto:support@laregents.org) 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 4:30 PM on Tuesday, April 30, 2019, for projects that terminate on June 30, 2019.

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 email [support@laregents.org](mailto:support@laregents.org) or call Mr. Bryan R. Jones, Enhancement Program Manager; Ms. Zenovia Simmons, Research and Development Program Manager; or Ms. Carrie Robison, Deputy Commissioner for Sponsored Programs, at (225) 342-4253. Thank you for your cooperation.

cc: BoR Sponsored Programs Staff