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April 1, 2025

## MEMORANDUM

TO: Directors of Offices of Research and Sponsored Programs  
Contracts Managers  
Institutional Fiscal Officers  
Principal Investigators (PIs) with Contracts ending June 30, 2025

FROM: Ms. Carrie Robison  
Deputy Commissioner for Research and Sponsored Initiatives

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 program guidelines, and if all documentation is received by **4:30 PM on Wednesday, April 30, 2025**. We ask that the institution's Office of Research and Sponsored Programs coordinate responses with all affected PIs.

**All requests should be emailed to [rsi@laregents.edu](mailto:rsi@laregents.edu); any requests received past the submission 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 [rsi@laregents.edu](mailto:rsi@laregents.edu) 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 Wednesday, April 30, 2025, for projects that terminate on June 30, 2025.

Contractual provisions permit certain budgetary revisions without Board approval; however, Board notification is still 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 [rsi@laregents.edu](mailto:rsi@laregents.edu) or call Mr. Bryan R. Jones, Senior Grants Program Administrator; Ms. Christine Norton, Assistant Commissioner for BoRSF Administration; or Ms. Carrie Robison, Deputy Commissioner for Research and Sponsored Initiatives, at (225) 342-4253. Thank you for your cooperation.