

National Institutes of Health (NIH) Awards - Common Post-Award Project and Budget Changes

Type of Change	Description	Sponsor Approval Required	Mode of Request Submission	Who Can Submit via eRA Commons/E-mail
Initial No-cost Extension up to 12 Months	Extension of a budget period/project period to complete the original scope of work without additional federal funds, for awards for which closeout process has not begun.	Waived ¹	eRA Commons	Signing Official (SO)
Subsequent No-Cost Extension, Extension of More than 12 Months, Late Initial Extension or Restricted Extension	Additional extension of a budget period/project period; an extension of greater than 12 months; late submission of initial extension; or an extension for awards without expanded authority.	Required	eRA Commons	Signing Official (SO)
Rebudgeting Participant Support Funds Into Other Categories	Reallocating costs approved/proposed for participant support to other sponsor budget categories.	Waived ²	E-mail Grants Management Specialist (GMS)/ Program Official (PO), if approval is required	Post-award Administrator with Signing Official Role in eRA Commons
Rebudgeting Among Direct Cost Categories and Between Direct and Indirect Cost Categories	Reallocating direct costs approved/proposed under the original budget to other direct cost or indirect cost sponsor budget categories.	Waived ²	E-mail Grants Management Specialist (GMS)/ Program Official (PO), if approval is required	Post-award Administrator with Signing Official Role in eRA Commons
Establishing New Subaward/Consortium Agreement (including Fixed Price Subawards)	Transferring portion of scope of work to another entity via a (fixed price or cost reimbursable) subaward/consortium agreement.	Waived ³	E-mail Grants Management Specialist (GMS)/ Program Official (PO), if approval is required	Post-award Administrator with Signing Official Role in eRA Commons
Incurring Pre-award Costs < 90 days Before Start Date of New or Competing Continuation/Renewal Award	At grantee institution's risk, appropriate expenditures incurred up to 90 days prior to the effective date of an award.	Waived ⁴	N/A - Internal	N/A
Incurring Pre-award Costs > 90 days Before Start Date of New or Competing Continuation/Renewal Award	At grantee institution's risk, appropriate expenditures incurred more than 90 days prior to the effective date of an award.	Required	E-mail Grants Management Special (GMS)/ Program Official (PO)	Post-award Administrator with Signing Official Role in eRA Commons
Change in Scope of Work	Modifying the original aims or objectives of a sponsor-approved scope of work for an award.	Required	E-mail Grants Management Special (GMS)/ Program Official (PO)	Post-award Administrator with Signing Official Role in eRA Commons
Carryover of Unobligated Balance	Carrying forward unspent funds (i.e., "budget") from one budget period to a subsequent budget period.	Waived ⁵	eRA Commons, if approval is required	Signing Official (SO)
Change in Principal Investigator (PI)/Program Director (PD) or Other Senior/Key Personnel or Their Status	Replacement of or addition to original PI/PD or senior/key personnel ; Complete withdrawal from an award, absence of 3 months or more, or 25% reduction in time devoted of original PI/PD and other senior/key personnel.	Required	eRA Commons	Signing Official (SO)
Transferring Award to Another Institution	Transferring the legal and administrative responsibility for an award from the original grantee institution to another institution within the approved project period.	Required	eRA Commons	Signing Official (SO)
Incurring Capital Expenditures	Allocating budget to cover cost of general purpose equipment, land use or buildings, or improvements to land, buildings, or equipment which increase their value or useful life.	Waived ⁶	E-mail Grants Management Special (GMS)/ Program Official (PO)	Post-award Administrator with Signing Official Role in eRA Commons

¹ Unless award is not under expanded authority or notice of award/funding announcement otherwise prohibits.

² Unless there is a change in scope or notice of award/funding announcement otherwise prohibits or for anything other than general purpose equipment.

³ Unless there is a change in scope, subrecipient is a foreign entity, or notice of award/funding announcement otherwise prohibits.

⁴ Certain restrictions apply to Kirschstein-NRSA institutional research training grants (T) and fellowship grants (F). See Grants Policy Statement.

⁵ Unless terms of notice of award/funding announcement prohibit. Generally, automatic carryover applies to awards under the Streamlined Non-Competing Award Process (SNAP). Automatic carryover does not apply to: centers (P50, P60, P30, other), cooperative agreements (U), Kirschstein-NRSA institutional research training grants (T) and fellowship grants (F), non-Fast Track Phase I SBIR and STTR awards (R43 and R41), clinical trials (regardless of activity code), and awards to individuals.

⁶ Waived for general purpose equipment only and if there is no change in scope and notice of award/funding announcement otherwise does not prohibit such purchase.