



MACALESTER

REVIEW/APPROVAL OF GRANT CHANGES AT MACALESTER

In accordance with Federal regulations, the College has authority to approve certain administrative changes associated with externally funded projects. This authority requires the College to undertake careful review before approving changes that affect project management and to document the review of revisions to externally funded projects. The purpose of the review is to ensure that grant administrative changes are consistent with the terms and conditions of the award, as well as with the policies of Macalester College and the funding agency.

“**Grant Administrative Changes**” covered under this policy include:

- An extension of the award period;
- Budget revisions, including transfers among budget categories and expenditures which require prior agency approval;
- Pre-award spending;
- Changes in project activities which change the scope; and
- Changes in key personnel.

Macalester’s Review of Grant Revisions proceeds as follows:

- Prior to implementing a change to an externally funded award, the Project Director/Principal Investigator must submit a **Grant Revision Request Form** to the office of Grants, Foundation and Corporate Relations. *This request form must be submitted regardless of whether the change would require approval of the funding agency.* For each requested change, the Project Director/Principal Investigator must indicate the scientific, technical or administrative reason for the requested change.
- The Director of Grants, Foundation and Corporate Relations reviews the request with respect to the original scope and objectives of the project, utilization of College and project resources, funding agency policy, and College policy. Upon review, the Director will indicate approval or non-approval.
- If the funding agency must also approve the request, it will be forwarded by the office of Grants, Foundation and Corporate Relations for review. Funding agencies require approval of changes in Principal Investigators, objectives, or scope of a project as well as some budgetary changes.
- All approved and non-approved Grant Revision Requests will be held on file in the office of Grants, Foundation and Corporate Relations for a minimum of three years following the final financial report.