

**OPAS**  
**UNIVERSITY OF ALASKA**  
**APPROVAL REQUEST UNDER ORGANIZATIONAL PRIOR APPROVAL SYSTEM**  
**Under the Doctrine of Expanded Authority**

Specific instructions for completing each line on the form are set forth below:

Print or enter the proposal number, grant number, fund number, principal investigator's name, the name or acronym of the funding agency, and the funding agency's award number.

Indicate the beginning and ending dates of the budget period affected by the requested action. If the budget period identified is prior to the current budget period, a complete explanation for the lateness of the request must be provided under Line 5. If the request is to incur pre-award costs, note the beginning date as expected from the funding agency in Line 5 with the justification. If the request is for a no-cost extension, note the requested end date in Line 5 with the justification.

Identify the action(s) requiring approval by checking the appropriate space.

Provide an explanation and/or justification, including the programmatic rationale for the requested action(s). The effect on the project budget, including the availability of funds, should also be discussed. If the request involves the purchase of project equipment, indicate the cost of the item(s) and justification as to why it is now needed. If the request is for a no cost time extension, a project related justification is required. If the request is to incur pre-award costs, provide both programmatic as well as economic justification for the University to assume the liability and provide as much information on the terms of the expected award.

Indicate whether the action will require changes in the approved budget. If the requested action requires re-budgeting, a revised budget must be submitted.

The Principal Investigator and Fiscal Officer must sign and date the request. The Director will then review the request with respect to the programmatic and technical propriety of the requested action. The signature of the Director indicates final approval and that a substantive review of the programmatic elements of the transaction have been performed and found to be appropriate and that the proposed action will result in the effective utilization of institutional resources. If the request is not approved, an explanation will be sent to the Principal Investigator.