



ROUTING PURPOSE**	APPROVALS & SIGNATURES REQUIRED
New Proposal	Normal, full routing procedure
Proposal Modification	
A. Change in budget due to: error/PI request/agency request	PI and GCFA only (<u>prior</u> to re-submission to agency)
B. Prior to award to show difference between proposed amount and anticipated award amount	No routing necessary Include correspondence with funder outlining need for budget revision when routing award
New Award	Normal, full routing procedure
Award Modification	
A. Adding additional funds (includes DASNR consolidated accounts)	PI and GCFA only
B. Release of out-year funds	PI and GCFA only (and Compliance, if appropriate)
C. Change of PI	Normal, full routing procedure
D. No cost extension	PI and GCFA (and Compliance, if appropriate)
E. Change of program officer(s)	PI and GCFA only
F. Change of funder address	PI and GCFA only
G. Zero out fund code	PI and GCFA only
H. Non-competitive renewal	Normal, full routing procedure
I. Budget modification requiring agency approval	PI and GCFA only
Subaward OUT	PI, GCFA and VPR
Non-Financial Agreements (practicum or internships agreements, for example, that will not have a dollar amount associated with them)	No routing necessary

- **Indicate reason for routing (for example: routing to extend end date or routing to add additional funds) in Part 4.
- If an approval/signature is not required DO NOT add a name at the signature line.
- Flag documents requiring signature

NOTE: The URS document control function will not change. All routings will continue to stop at URS between the college and central offices.