

Carnegie Mellon University
Sponsored Projects Accounting
(PA10) Internal Extension Form Process - Procedure
Updated: February 7, 2019

Frequency: Varies
Responsible Staff: SPA Representative
Approval Required: Manager / Principal Accountant

Summary:

The Request for Award Extension (RAE) form is submitted when a department is confident that they are going to receive an amendment-with either additional time or additional time and funding, but have not yet received the required documentation from the sponsor.

Procedure:

1. SPA receives the RAE (**Attachment PA-O**) form from the Office of Sponsored Programs.
2. The SPA Representative reviews the form to ensure the information is accurate and the appropriate signatures are included on the form.

The following signatures are required for processing:

- Principal Investigator
- Business Manager
- Office of Sponsored Programs

The Department's alternate charge string must be provided. In the event the amendment is not received, any costs incurred as a consequence of the approval of the form will be charged to this account.

3. The SPA Representative will make the requested change to the End Date of the award in Oracle.
NOTE: Do not extend the Installment End Date. This date should remain the date through which the award can be billed.
4. Change the Close Date accordingly.
5. Change the Award Status to "AT RISK" and update the At Risk Reason field in the Descriptive Flex Field screen.
6. Save the changes made to Oracle.
7. The RAE form is linked in ECM as a "SPA Modification Agreement" Document Type. Enter "RAE" as the Modification #.
8. In the Report Tracker, check the box marked "At Risk Pending Extension" for all future reports.
9. In ECM, create the following documents to accompany this RAE. Use "RAE" as the Modification #.

- Modification Summary Sheet
- SPA Report Tracker
- SPA Award Set Up Info – Oracle Report

10. In Oracle re-baseline the award and project budgets - follow steps 7 through 10 in the procedures for Entering a Budget

**CARNEGIE MELLON UNIVERSITY
REQUEST FOR APPROVAL FOR AWARD EXTENSION**

Attachment PA-O

ORACLE AWARD NO.

DEPARTMENT

CONTACT PERSON

PHONE

ANTICIPATED AWARD EXTENSION IS A

If "OTHER", please provide a short explanation:

INDICATE THE ANTICIPATED MODIFICATION

ANTICIPATED END DATE

ANTICIPATED INCREASE IN FUNDING

AN URGENT NEED EXISTS TO EXPEND FUNDS PRIOR TO RECEIPT OF A FULLY EXECUTED MODIFICATION

SIGNATURE OF PRINCIPAL INVESTIGATOR DATE

AN URGENT NEED EXISTS TO EXPEND FUNDS PRIOR TO RECEIPT OF A FULLY EXECUTED MODIFICATION

SIGNATURE OF BUSINESS MANAGER DATE

IN THE EVENT THE REQUEST DESCRIBED ABOVE IS NOT RECEIVED, ANY COSTS INCURRED AS A CONSEQUENCE OF THE APPROVAL OF THIS REQUEST WILL BE CHARGED TO THE ACCOUNT LISTED

DEPARTMENT COST SHARING AWARD NO.

THE DEPARTMENT HAS AGREED TO PROVIDE FUNDING FOR THE COSTS INCURRED IN THE EVENT THAT THIS REQUEST IS NOT RECEIVED.

COLLEGE BUSINESS MANAGER DATE

I CONCUR WITH THIS DECISION

ADDITIONAL COMMENTS

Mail (WH 405) or Fax (x6279) form to Office of Sponsored Programs

OFFICE OF SPONSORED PROGRAMS - APPROVAL - DISAPPROVAL - RESTRICTIONS

Office of Sponsored Programs DATE