

GUIDANCE MEMO NO. 10-23



Research, Grants and Contracts

DATE: January 18, 2023

TO: Research Faculty & Staff

SUBJECT: Post-Award Services Requests *CH*

Purpose: This guidance provides information on the process for requesting post-award services support from the RGC for an existing project that has been awarded and has an established NKU grant number.

Background: During the operations of an awarded project, there may be circumstances that warrant additional interaction between the RGC and the funding sponsor. These circumstances are usually identified by the Principal Investigator, the sponsor's program officer, or the NKU comptroller's office. Whenever a change or modification to the approved project is required to receive sponsor approval, then the lead PI should notify the RGC and identify the type of support needed and the circumstances resulting in the request.

Action Requested: To streamline the process for submitting post-award services requests to the RGC, the PI may utilize the [Post-Award Services Request Form](#) available on the [RGC website](#). This form process should be used for the following types of post-award requests:

- No Cost Extension
- Budget Modification/Revision Requiring Sponsor Approval
- Change in Project Personnel
- Project Report Submission to Sponsor (*only if it needs to be submitted by the institution's Authorized Official; otherwise, PI may submit directly*)
- Carry-Forward of Unobligated Balance Requiring Sponsor Approval
- Award Relinquishment
- Other (*an action requiring RGC or Sponsor approval*)

When completing the electronic request form, please be prepared to include detailed information (i.e., the assigned NKU grant number and the Sponsor's contract/grant number) and provide any correspondence from the funding sponsor you may have sent or received. For convenience, a short-cut button to the form is located on the RGC home webpage, as well.

Related Documents:

- [Post-Award Services Request Procedures](#)
- [Post-Award Services Request Form](#) (online)