



OFFICE OF SPONSORED RESEARCH

BROWN BAG

Small-Group Participation
Open-Forum Discussions
Get Your Questions Answered!

Summary of Discussion Point Takeaways from June 10, 2014 Brown Bag

You Tell Us! OSR Post-Award wants to hear from you about what the team can do different to make account set-up, monitoring of the award, and closeout more efficient and easier for you.

Thanks for your feedback!

Sponsor Prior Approval Requests: What To Do and When

1. Federal contracts typically require Sponsor prior-approval for foreign travel, even if the travel was proposed and awarded in the Agreement. Be sure to check the award terms BEFORE traveling, and obtain prior approval from the Sponsor as required before traveling internationally.
2. Depending on the terms of the Agreement, approval from a Program Officer is not sufficient or binding. Written approval from the subject Grants Officer is typically the only formal approval to change the terms of the Agreement/authorize prior requests.
3. For many prior approval requests, it is a good idea to have the Stanford PI discuss the proposed request with their corresponding Program Officer prior to officially submitting the request to the sponsor. This will ensure that when the Grant Officer receives the prior approval request and checks with the Program Officer, there will be no doubt that approval will be granted.
4. Typically there are timelines when a request can be submitted (i.e., 30 days before the end date). Getting those requests in earlier, rather than later, will help in making sure that all the required steps/approvals get in place. Many sponsors will NOT entertain retroactive prior approval requests.