

PRIOR APPROVAL REQUEST

GRANTEE: _____

TYPE OF GRANT: _____ GRANT#: _____ DATE: _____

PERSON REQUESTING CHANGE: _____

Fax, rather than mail, the Prior Approval Request without a cover letter to the grant's Project Manager at TSLAC.

PROGRAM CHANGES (Part A): Written prior approval from TSLAC is required prior to making any of the following programmatic changes to the application:

1. Obtaining the services of a third party to perform activities which are central to the purposes of the grant.
2. Changing the scope or objectives (regardless of whether there is an associated budget revision). A change in scope is a substantive difference in the approach or method used to reach program objectives.

DESCRIPTION AND JUSTIFICATION FOR THE CHANGE:

EFFECT ON PERFORMANCE TARGETS:

<u>Performance Measures</u>	<u>Original Target</u>	<u>Projected Target</u>	<u>% Change</u>
-----------------------------	------------------------	-------------------------	-----------------

Attach additional sheets for each additional change in program.

PART A

COST CHANGES (Part B)

Written prior approval from TSLAC is required prior to obligating or expending grant funds on the following cost categories: a) Insurance b) Rearrangements and Alterations of Facilities c) Equipment/Property

Equipment/Property is an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more. If the Grantee's capitalization level established for financial statement purposes is lower than \$1,000, the lower amount should be used. Equipment/ Property includes furniture, library materials, etc. purchased wholly or in part with grant funds. The equipment/property should be recorded at the capital expenditure amount which means the cost of the equipment/property including the cost to put it in place (the net invoice price of the equipment/property, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired).

Budget categories: a) Personnel b) Fringe Benefits c) Travel d) Equipment/Property e) Supplies f) Contractual, and g) Other

Item descriptions should be detail since additional cost documentation should not be submitted. Computer example: processor and speed, RAM, hard drive size, monitor size, modem speed, type of network card (Pentium II, 300 MHz, 64 MB RAM, 1GB HD, 17" monitor, 56K modem, ethernet network card).

Addition/ Deletion	Project (for System grants only)	Budget Cate- gory	Item Description	Units	Cost per unit	Total	Cost Category
			1.				

Justify the items (if not already justified in Part A)

1.

BUDGET CHANGES (Part C)

Written prior approval from TSLAC is required when cumulative transfers among budget categories (or projects for System grants) are expected to exceed ten (10) percent of the total grant. This provision only applies to the budget categories where dollars are budgeted and does not allow the grant to be exceeded. Amendments should only be requested if nearing the 10% limit or near the end of the grant term. Budget categories: Personnel, Fringe Benefits, Travel, Equipment/Property, Supplies, Contractual, Other, Indirect Costs

Verify that decreases = increases.

Project (for System grants only)	Budget Category	Amount	Project (for System grants only)	Budget Category	Amount
	1.			1.	
TOTAL DECREASES: \$			TOTAL INCREASES: \$		

Justify the budget revisions (if not already justified in Part A or B)

1.