

INTERNAL DETERMINATION FOR ADDITIONAL FUNDING

All award actions, including additional funding actions, are received by OSP's award specialist(s). The award specialist(s) determine whether the new funding is already included in a proposal record (e-Prop for legacy awards, or Cayuse). If a proposal record does not exist for the new funding and needs to be created, the award specialist will request the appropriate pre-award contact work with the PI to generate a new record in Cayuse. Once a proposal record is identified or created, the award specialist will initiate the necessary award record (in most cases a modification record within the original award) and pass to the appropriate post-award contact per the standard setup workflow.

A proposal record will only need to be created for additional funding when the new funding is not already captured in an existing proposal. All funding increments must be certified by OSP, the PI, and unit chair/director for budget, justification, and all cost share, F&A Waiver, or regulatory compliance concerns.

Additional Funding Included in Previous Proposal  **No new proposal record required**

Add'l Funding Not Included in Previous Proposal  **New proposal record required**