

Project Modification Request (PMR) Justification Checklist

Reference Guide

Ask yourself these questions before submitting a PMR

Note: if your PMR is a rush, please contact the Fiscal Manager or SPARCS to request immediate processing

No Cost Extension

1. Is agency approval needed?
2. Do we have a deadline to request extension? Is this a RUSH?
3. Is this a first NCE request? (NSF, NIH)
4. What is the unobligated balance and budget of funds?
5. Are there any segments that must also be extended?
6. Why is it needed (detail and technical justification)?
 - Was there a technical delay and why?
 - What remains to be completed? Describe in detail.

Change in PI/Key Personnel

1. What is the effective date of the change? Agency approval will be required.
2. What effect will this change have on the scope of the project?
3. Is there any change in PI effort?
4. Why is the PI leaving or being added?
5. CV/resume of new PI
6. Current and Pending for new PI

Budget Modification

1. What is the project term date? Note: C&G does not process re-budgets after the term of an award.
2. Is agency approval needed?
3. Will the scope of the project be changed? (If so, must generate Change in Scope PMR)
4. Is it an allowable budget line (e.g., student aid, equipment, etc.)?
5. Is a detailed justification provided for each line item change (technical)?
6. Is account code correct? Use approved account code list for your College.
7. Are there enough funds in the budget line to be moved?
8. Is F&A being affected? Has it been calculated correctly?
9. Will the subcontract line be affected? See sub-award/subcontract request/modification.
10. Is this request to modify a segment?
 - If so you must include lead PI approval (ad hoc or email).
 - Is a PMR needed for segments?
11. Was prime PI's approval received and attached?

PMR Justification Checklist

Reference Guide

Ask yourself these questions before submitting a PMR

Note: if your PMR is a rush, please contact the Fiscal Manager or SPARCS to request immediate processing

Travel (Domestic & Foreign)

1. Is travel listed or budgeted in award?
2. Is agency approval needed?
3. How will this travel benefit the project?
4. Who (traveler), what (seminar, etc), where (location), when (dates – is the travel within the dates of the award) and why (purpose)?
5. Is this “Prior” approval? Has the travel already taken place?
 - Provide additional justification and if not approved travel costs would have to be removed.

Carry Forward

1. Is agency approval needed?
2. Was a close out completed and returned to CNG?
3. What is the amount to be carried forward?
4. Has budget been provided for carry forward?

Change in Scope

1. Is a revised statement of work attached?
2. Will This affect the budget?
3. Purpose for change in scope.
4. Will PI effort be affected?

Pre-Award Costs

1. What are the terms and conditions of the award?
2. Is agency approval needed? (if no – PMR must still be routed to SPARCS and C&G for review and approval)
3. What is the time frame for pre award costs (60, 90, etc.)?
4. What is the detailed justification (why, when, etc.)?
5. What is the total amount of the pre-award cost?
6. What type of cost?

NOTE: A pre-award account is not the same as requesting pre-award costs (PMR). Pre-award accounts are requested through RADAR.

PMR Justification Checklist

Reference Guide

Ask yourself these questions before submitting a PMR

Note: if your PMR is a rush, please contact the Fiscal Manager or SPARCS to request immediate processing

Sub-Award (New)

1. Are the CV, statement of work, Letter of Intent, sub-award checklist, budget, and budget justification attached or in RADAR?
2. Is subrecipient named and budgeted in the prime award or modification? If not named in award:
 - Submit "Other" PMR - include justification (why, purpose, expertise, etc.), subrecipient LOI, SOW, budget and justification
 - Is a budget modification needed to add additional funds to the subcontract line
3. Is amount requested available in prime sub-award line? Amount must not exceed budgeted amount for that subrecipient.
4. Are budget period dates within the dates of the prime?

Sub-Award (Modification)

1. What is changing in the sub-award? (i.e. NCE, PI change, incremental funding)
2. Is there a de-obligation or increase in funding to sub-award?
3. What is the budget period?
4. Are approved budget, SOW, budget justification attached or in RADAR?

For Sub-Award Mod - Deobligation

1. Is there a revised budget showing decrease from original budget?
2. Do we have a final invoice?
3. Purpose? Amount?
4. Will PI effort decrease, SOW change, or project period change?

For Sub-Award Mod - No Cost Extension

1. What is the end date on the prime?
 - Sub-awards may not be extended past the prime
2. Has PI of lead college approved the NCE?

Additional Info

PMR Justification Checklist

Reference Guide

Ask yourself these questions before submitting a PMR

Note: if your PMR is a rush, please contact the Fiscal Manager or SPARCS to request immediate processing

Equipment Acquisition

1. What is the project end date?
2. Is this purchase within a reasonable time frame? (not last six months of the project)
3. Will the equipment be purchased, delivered, and used prior to end date of the award? Technical reason why it is needed (purpose)?
4. How does it relate to the original scope of the project?
5. What equipment is needed? (Upload a quote for the amount.)
6. Is this equipment different than originally proposed?
7. Is it 100% for the project?
8. Is 100% of the cost being paid from this account or spread among different sources?
9. Do we retain title to the equipment?
10. Is agency approval needed?

Fabricated Equipment

1. How much will it cost?
2. Will it be used 100% for this project?
3. Will it create a single unit?
4. Has the equipment schematics been uploaded to PMR?

“Other” PMRs

1. Change in PI effort
2. PI's continued absence
3. Modify Research Experience for Undergraduates (REU) and Participant Support Costs (PSC)
4. Project transfer
5. New sub not approved by sponsor in agreement
6. Deobligation
7. Stop-work order
8. Early termination

New Segments are not handled in PMR system!

Use [Chartfield Request System](#) (change to system link)

1. Is the segment PI named in the award?
2. Is a budget attached?
3. Are funds available in the prime budget lines?
4. Did prime PI approve the request?

PMR Justification Checklist

Reference Guide

Who Does What??

Contracts and Grants (C&G) or Sponsored Programs (SPARCS)

Type of PMR	C&G	SPARCS
Budget Modification	X	
Carry Forward		X
Change in PI/Key Personnel		X
Change in Scope of Work		X
Equipment Acquisition	X	
Fabricated Equipment	X	
No Cost Extension		X
Pre Award Costs		X
Subcontracts (New and Modifications)		X
Travel (Domestic and Foreign)	X	
Other	X	

PMR System: go.ncsu.edu/pmr

User Guide: <https://cng.ncsu.edu/cng-docs/pmr/PMRManual-CompleteGuideCampusUsers.pdf>

Helpline: 919-513-7954