To assist you in working with your faculty, the questions that need to be answered for the ORSPA Action Form’s (OAF) most common requests are provided below. You can either:

* Obtain this information from the PI and put it directly on the OAF

OR

* Attach the PI completed e-mail template to the OAF

In all cases, the justification needs to be written in sufficient detail to satisfy a program officer/auditor who may look at the request to determine its compliance with sponsor terms and conditions. This is the case whether being sent to the sponsor or being approved internally. In both cases, the level of justification required is the same.

The justification should be written – not as bullet answers – but rather as a cohesive explanation which includes all the elements.

At-Risk - [Template](http://researchadmin.asu.edu/files/OAF%20At-Risk%20Request%20Template.oft)

* Briefly describe the immediate activities that will be funded by the at-risk account.
* Explain why is it important to start the project prior to receipt of the award documents.
* Explain any potential negative impact that may surface as a result of waiting on the fully executed award (e.g. disruption of project activities, delayed milestone timeline, seasonal fieldwork, etc).
* Attach correspondence, if available, from the sponsor that confirms their intent to fund the project.

No Cost Extension -[Template](http://researchadmin.asu.edu/files/OAF%20No%20Cost%20Extension%20%28NCE%29%20Template.oft)

* How long of an extension is needed?
* Which project objectives are left to complete?
* What caused the delay in completing the project objectives during the approved project period?

Budget Revision - [Template](http://researchadmin.asu.edu/files/OAF%20Budget%20Revision%20Template.oft)

* Briefly explain what prompted the budget revision.
* How will the proposed change benefit and/or improve the project?
* How will the “Scope of Work” be impacted as a result of this change?

Carryforward Requests - [Template](http://researchadmin.asu.edu/files/OAF%20Carryforward%20Request%20Template.oft)

* Briefly explain why the funds were not used during the allowable spending period.
* Explain how the carryforward funds will be used to move the project forward.

Other Change Request(s) - [Template](http://researchadmin.asu.edu/files/OAF%20Other%20Change%20Requests%20Template.oft)

* How will the “Scope of Work” be impacted as a result of the new direction of the project? (i.e. Change in Key Personnel/Scope)
* Identify the project change(s) necessary to complete and/or obtain the deliverable(s).
* How will the requested change benefit or improve the research.