University of Colorado **Boulder** | Office of Contracts and Grants
572 UCB
Boulder, CO 80309-0572
303-492-6221

Request for Organizational Prior Approval (OPAS) - Budget Deviations for Travel Expenses

Request Date: _____

Principal Investigator: _____

Department: _____

Project Title: _____

Sponsor: _____

Proposal #: _____ Project #: _____

90 Day Pre-Award Costs (New/Continuation)
Requested period of performance under OPAS: _____ to _____
Anticipated award period to be funded by Sponsor: _____ to _____
Anticipated Award Amount: _____

Pre-Award Budget	
Salaries	
Fringe Benefits	
Equipment	
Travel	
Supplies	
Tuition	
Other Direct Costs	
Total Direct Cost	
Indirect Costs (F & A)	
Total Cost	$ 0.00

Budget Deviation			
From Budget Category/Acct Code	Amount	To Budget Category/Acct Code	Amount
Total	$ 0.00	Total	$ 0.00

Travel Justification: See Pages 2 & 3

PI Signature _____ Date _____

Dept Approval _____ Date _____

OCG Approval _____ Date _____

Departmental Guarantee for Pre-Award Spending Authorization**

_____
Speedtype

**If confirmation cannot be obtained from the sponsor regarding anticipated funding, your Contract and Grant Administrator will contact you to obtain a non-sponsored speedtype. In the event that an award is not received, direct costs will be borne by this speedtype.

*As authorized under 2 CFR Part 215 (OMB Circular A-110), the University has expanded authority to approve the above action on most federal grants or federal flow-through agreements on behalf of the Federal Government.

revised 5/11/2011

Organizational Prior Approval System (OPAS) – Budget Deviations for Travel Expenses

Available on the OCG website: http://www.colorado.edu/VCResearch/research/index.html

Federal grant awards normally allow the University, through OCG, to internally approve certain budget deviations. For example, the University can usually approve unbudgeted permanent equipment ($5,000 or more per item) purchases. However, each award must be reviewed for specific limitations or restrictions.

OPAS forms can be used only for federal grants or federal flow-through subaward agreements and NOT for federal contracts or other non-federal awards. Contact Ted Jobe for information regarding property/equipment acquisitions, regardless of cost, on federal contracts or other non-federal sponsored awards.

Budget deviations that require the use of this form must be approved prior to the expenditure of funds.

Primary Purposes of OPAS Form-Travel Expenses

- Demonstrate that the University has a system in place to monitor unbudgeted travel expenses on federal grants.
- Provide documentation that the budget deviations will not result in a change to the scope of work.

Instructions:

- Fill out the form completely – Do not leave blanks and enter NA where appropriate.
- PI signature and date required.
- Department Chair/Institute Director signature and date required on the "Department Approval" line.
- Email scanned copy of completed form to Ted Jobe at ted.jobe@colorado.edu.

If approved, OCG's Director will sign this OPAS form and a copy of the approved form will be returned to the department/institute. A dated note will be added to the FileMaker Award Database that details the approval for reference.

TRAVEL EXPENSE JUSTIFICATION (COMPLETE ALL QUESTIONS)

1. Is Sponsor prior approval required for this foreign or domestic travel? ☐ YES ☐ NO
2. Has OCG been provided with the Grant Officer's approval if required? ☐ YES ☐ NO ☐ N/A
3. If funds are moving from salary account codes to travel account codes, are the related fringe benefits also included? ☐ YES ☐ NO
4. Has sponsor approval been received, and sent to OCG, for a travel seat upgrade to business class? Note: seat upgrades to business class requires a doctor's approval for each trip. ☐ YES ☐ NO ☐ N/A

   If N/A Please explain

5. Are funds available in the account code(s) you are moving funds from? ☐ YES ☐ NO

   If Yes, explain why funds are available in the account code(s) you are moving funds from to cover this travel.

6. Describe this unbudgeted travel (who, where, when, etc.).

7. Why wasn't this travel included in the original budget?

8. Explain how this travel is essential to the research project.

9. Does this travel, in any way, negatively impact the goals of this research project?

If additional space is needed for full explanation, attach additional pages as necessary.

If you have any questions related to this form, please contact Ted Jobe at 303-492-6440 or ted.jobe@colorado.edu