

## **Institutional Prior Approval System (IPAS) / Organizational Prior Approval System (OPAS) Guidelines**

Funding agencies have delegated to grantee organizations increasingly expanded authority to approve certain administrative actions. These agencies require a grantee to assure that there are adequate institutional reviews and approvals of decisions affecting the management of federally supported projects. To provide these assurances, Bowling Green State University has established the Institutional Prior Approval System (IPAS) / Organizational Prior Approval System (OPAS). This system allows BGSU to provide organizational review and approval in advance of any action for which approval is either *required* by the grant instrument or *delegated* as a decision based on institutional policy.

### Procedure

Principal Investigators or Project Directors requesting actions which require IPAS/OPAS review and approval should submit the IPAS/OPAS Action Form on the back of this page with appropriate signatures to the Office of Sponsored Programs and Research, located at 106 University Hall.

An institutional letter of assurance of compliance with the terms of expanded authorities will be sent to the appropriate program official. The originally signed IPAS/OPAS form will be sent to the BGSU Grants Accounting Office for implementation and will rest in the post-award office as the official institutional record for this action.

### IPAS/OPAS Review

Review and approval is provided by the following offices:

- (1) Departmental Chairperson
- (2) Dean of the College
- (3) Grants Accounting Office (verification of budget)
- (4) Director, Office of Sponsored Programs and Research

IPAS/OPAS review and approval of individual actions will assure that the proposal action:

- (1) is necessary to achieve the project objectives supported by the grant
- (2) is consistent with the grant terms and conditions
- (3) is consistent with the policies of the funding agency
- (4) represents effective utilization of institutional resources
- (5) does not constitute a change in scope

**Institutional Prior Approval System (IPAS) /  
Organizational Prior Approval System (OPAS)  
Action Form**

**General Information:**

Principal Investigator/Project Director \_\_\_\_\_

Department \_\_\_\_\_

SPAR ID Number \_\_\_\_\_

Project Title \_\_\_\_\_

BGSU Area/Org Number (if applicable) \_\_\_\_\_

Funding Agency \_\_\_\_\_

Agency Grant Number \_\_\_\_\_

**Action Request:**

(Please summarize the action(s), e.g.: no-cost extension, pre-award funds, reallocation of award dollars.)

**Justification of the above Action:**

(Please summarize why the above action(s) needs to be taken.)

*Required Signatures: In the case of pre-award costs, the Department and/or College assume the responsibility for covering pre-award costs in the event the project is not awarded or is awarded for less support than expected. Grants Accounting Office may request a departmental letter of guarantee under certain circumstances where the institution assumes a great financial risk, i.e. when the 90 day pre-award period may be exceeded.*

(Signatures to be obtained by the Principal Investigator)

\_\_\_\_\_  
Principal Investigator

Date

\_\_\_\_\_  
Departmental Chair/Director Representative

Date

\_\_\_\_\_  
College Dean Representative

Date

\_\_\_\_\_  
Grants Accounting Office

Date

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**Sponsored Programs and Research (SPAR) Status and Comments:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

**Comments:**

\_\_\_\_\_  
SPAR Representative

Date