

ORGANIZATIONAL PRIOR APPROVAL FORM  
CALVIN 81,9(56,7<

NEH Award Number: \_\_\_\_\_

Project Director: \_\_\_\_\_

Current Award Period: From \_\_\_\_\_ To \_\_\_\_\_

Requested by: \_\_\_\_\_ Date Request: \_\_\_\_\_

(1st extension preceding 12 months  
2nd extension

A one-time extension of up to 12 months can be made if additional time is required to complete the original scope of the project with funds already made available. At least 90 days before the award is scheduled to expire, the Office of Grant Management must be informed in writing of the new expiration date and the reason the award had to be extended. A second request or a request to extend the award for more than twelve months must include a detailed justification for the extension, an estimate of the unexpended funds and a plan of work for activities that will be undertaken during the requested extension period.

BUDGET REVISION

- \* Transfer of budgeted funds between direct cost categories.
  - \* Transfer of budgeted funds between direct and indirect costs.
  - \* Addition of the following costs that were not included in the budget approved by the NEH.
    - foreign travel
    - equipment purchase
    - stipends and travel allowances for participants in conferences, symposia, and training projects
- Transfer to a third party of a portion of work under this award.  
Addition of costs that are

S X E O

#### CHANGE IN KEY PROJECT PERSONNEL

The replacement of the project director, the co-director, or other project personnel whose replacement is restricted in the award or a substantial reduction in the level of their effort, e.g., their unanticipated absence for more than three months, or