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April 16, 2007

MEMORANDUM

TO: Directors of Offices of Research and Sponsored Programs
Contract Managers
Institutional Fiscal Officers
Principal Investigators (PIs) with Contracts ending June 30, 2007

FROM: Christine Coulon, Grants and Contracts Manager

RE: Deadline Date for Receipt of Requests to Amend Contracts and/or Revise Budgets for all LEQSF Contracts

Typically the Board of Regents receives a considerable number of requests from principal investigators of projects who need to: 1) extend the termination date of their contracts to fulfill the goals of their projects; and/or 2) revise their budgets. The Board of Regents Office of Sponsored Programs attempts to cooperate in these types of requests if sufficient and appropriate rationales have been provided in writing, if they are in accordance with contractual stipulations, and if all documentation arrives in our office by **April 30, 2007**. We ask that the institution's Office of Sponsored Programs please distribute this information to all affected PIs.

In order for an amendment or budget revisions to be considered, contract amendments and budgetary revisions must be:

1. Approved by the appropriate university/college officials, in accordance with contract provisions, prior to transmission to the Board of Regents;
2. Submitted separately from required reports;
3. Received in the Board of Regents' office at least 60 days prior to the termination date of the original contract, or the most recent amendment to the contract, whichever is appropriate, i.e., no later than April 30, 2007, for projects that terminate on June 30, 2007.

Contractual provisions permit certain budgetary revisions without Board approval; however, Board notification is required. See your contract for further information.

Adherence to these procedures should facilitate the Board's consideration of these types of requests, ease complications associated with payment procedures (if any are involved), and generally serve to streamline record-keeping.

If you have any questions concerning this memorandum, please call Ms. Noreen Lackett or Mr. Bryan R. Jones, Enhancement Program Managers; Ms. Carrie Robison, Special Programs Manager; Ms. Zenovia Simmons, Research and Development Program Manager; or me at (225)342-4253. Thank you for your cooperation in this regard.

cc: BoR Sponsored Programs Staff