UCLA Research Administration
Contract & Grant Administration

Request for Approval of Administrative Action

Complete and submit this form awards@research.ucla.edu to request an administrative action to an awarded agreement. For additional information see the OCGA Prior Approval Request webpage.

Contact Information	
PI Name:	
PI Phone Number:	
Department Contact Name:	
Department Contact Phone Number:	
Is this action requested by the PI or the Department Contact?	

Additional Information			
Institution Number (from Award Snapshot, e.g. 20131234):			
Sponsor Award Number:			
Budget Period Affected: (Enter as mm/dd/yyyy - mm/dd/yyyy)		to	

Requested Action(s)			
	No-Cost Extension		Absence or Change of PI
	Approval of Carryover Funds		Significant Reduction of Effort
	Significant Rebudgeting Request		Change in Other Key Personnel
	Addition of Subaward		Other

Revised End Date for No-Cost Extensions:	
Anticipated funds available during No-Cost Extension or amount of Carryforward (where applicable):	

Scientific/Programmatic Justification (include the scientific rationale for the action and, where appropriate, a breakdown of the costs involved and an explanation of why the funds are available):

June 6, 2025