

Instructions – Required IPF Routings

Proposal

- PreProposal
 - AOR approval and/or submission required
 - Detailed budget estimate required
- Proposal
 - All proposals require an IPF
- Proposal Modification
 - PI change in effort > 25%
 - Increase in match commitment
 - Change in allocation of credit (e%)
 - Adding/removing a subcontract or consultant

Award - Funded

- Award
 - All fully executed awards require an IPF
- Award Modification
 - Additional project funds/expanded SOW not previously reviewed/approved
 - PI change
 - PI change in effort > 25%
 - Increase in match commitment
 - Budget reduction (deobligations excluded)
 - Change in allocation of credit (e%)
 - Adding/removing a subcontract or consultant
 - Early termination

Award - Zero Dollar

- Award
 - All fully negotiated awards require an IPF
- Award Modification
 - Additional sponsor
 - PI change
 - Additional materials
 - Change in IP terms/licensing or other T&C
 - Early Termination

If you have identified a sponsored project that was not loaded as a legacy record, you will create a new IPF that is inclusive of the entire contract to date (full period of performance, full contract dollar amount/budget, etc. Email cayuse@ksu.edu if you have any specific questions.