**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.