**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
  - Adding/removing a subcontract or consultant

**Award - Funded**
- Award
  - All fully executed awards require an IPF
- Award Modification
  - PI change
  - PI change in effort > 25%
  - Change in allocation of credit (e%)
  - Adding/removing a subcontract or consultant
  - Early termination

**Award - Zero Dollar**
- Award
  - All fully executed awards require an IPF
- Award Modification
  - Additional sponsor
  - Additional K-State department/PI
  - Additional materials
  - Change in IP terms/licensing or other T&C
  - Early Termination