DOCUMENT TRANSMITTAL AND APPROVAL FORM

Form Initiated by: ☐ **DSR** ☒ **Department**

PI: Sponsor Name:

Sponsor #: Project End Date:

VU Center #: **OR** DSR#:

REQUESTED ACTION:

- ☐ Acceptance of Initial Award Terms or Award Modifications *[attach copy of award document]*
- ☐ No Cost Extension *[Include in REMARKS or on an attached page: 1) a technical justification for the No Cost Extension; 2) the amount of funds unspent; and 3) the time period for the extension.]*
- ☐ Sponsor Approval of an Administrative Action *[attach the cover-letter or documents that require institutional endorsement.]*
- ☐ Institutional Prior Approval *[actions other than No Cost-Extensions that require internal approval prior to initiation]*
- ☐ Transfer/Relinquish/Terminate an Award *[attach sponsor forms and/or other documents]*
- ☐ Other *[Explain in REMARKS section.]*

REMARKS: *[If necessary, continue on additional pages.]*

APPROVAL: The signatures below certify that the above requested action for this project is necessary and consistent with Department, College, and University policy relating to the conduct of sponsored activities as set forth in the Vanderbilt Faculty Manual and other relevant documents.

Principal Investigator: _____ Date: _____

Department: _____ Date: _____

Dean: _____ Date: _____

Sponsored Research: _____ Date: _____