

## Instructions for Completion of OPAS Form

The OPAS form is completed by the Principal Investigator (PI or the Office of Sponsored Programs). Specific instructions for completing each item on the form are set forth below:

1. Indicate SDSM&T account number. Identify the Grant/Contract Number exactly as awarded.
2. Indicate name, department/center, and phone number of the Principal Investigator. It is not necessary to list Co-Principal Investigators.
3. Identify the action(s) requiring approval by checking the appropriate box(es).
4. Provide an explanation, including a brief scientific rationale, for the requested action(s). The impact of the requested action(s) on the project budget, including the availability of funds, should also be discussed. If this request involves the purchase of scientific equipment, indicate the cost of the item(s). Any additional information useful in evaluating this request should be included.
5. If rebudgeting is required, list amounts (rounded to nearest dollar) and budget categories affected.

The Department Chair/Director must then review the request. The signature of the Department Chair/Director indicates that a substantive review of the scientific elements of the transaction has been performed and found to be appropriate and that the proposed action will result in the effective utilization of institutional resources and agency funds.

Upon receipt by the Office of Sponsored Programs, the request will be reviewed for consistency with SDSM&T and agency policies, as well as validity of budget information. If administrative questions arise during the review, the Office of Sponsored Programs will consult with the Principal Investigator.

If the request is not approved, an explanation will be noted and conveyed to the Principal Investigator by the party responsible for disapproval. When approved, or disapproved, copies of the request will be forwarded to the signatories and the original to the Office of Sponsored Programs.