



Office of the Vice President for Research  
Standard Operating Procedure

**Award Contract Revisions**  
**#1024**  
**Effective Date: 01/01/2019**

**I. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle award contract revisions in collaboration with the Office for Vice President for Research (OVPR) Contracts team. This process will promote a consistent approach and understanding to ensure all award contract revisions are handled the same way throughout the GO Centers.

**II. Introduction**

Award contract revisions come in different forms. It is imperative that the PAS carefully review any instructions provided by the sponsor before proceeding with submitting award contract revisions for institutional reviews and approvals in Agiloft.

**III. Procedure**

**Scope of Work Change (SLU Initiated)**

The Principal Investigator (PI) contacts the PAS to indicate that a SOW change is necessary and needs to be approved by the contract sponsor. If this agreement is currently in negotiation with the contract sponsor, the PAS would update the request in Agiloft and notify the OVPR Contracts team, who would then negotiate the revision with the sponsor. If this is a SOW modification related to a fully executed agreement, then the PAS would need to initiate the amendment process in Agiloft which would then be presented by OVPR contracts for approval to the sponsor.

**Terms & Conditions Change**

During the OVPR Contracts team review in Agiloft, an instance may arise in which changes need to be made to the terms and conditions of the original contract to comply with SLU policies. OVPR Contracts may reach out to the PAS or PI for additional information, as needed. All OVPR Contract team notes will be house in Agiloft under the Approvals tab.

### **Project Budget Change**

If a budget needs to change during the negotiation process, the OVPR Contracts team will note this in Agiloft so the PAS can work with the PI on the needed revision. If a budget needs to be revised that is associated with a fully executed agreement, then an Amendment will need to be processed in Agiloft related to the parent/original contract by the PAS. The PAS is responsible for monitoring the institutional reviews and approvals associated with this amendment, as well as communicating with the sponsor as needed.

#### **IV. Version History**

<b>Version Date</b>	<b>Approval Date</b>	<b>Summary Changes</b>
[04/02/2019]	[12/31/2018]	Initial Version
[06/15/2021]	[06/17/2021]	Updated to reflect contract revision process in Agiloft