



SPONSORED PROJECTS OFFICE POLICY MANUAL

Work For Others - Amendments and Continuations

Sponsored Projects Office
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Amendments:

1. Scope and Major Funding Changes

Proposed amendments to existing WFO projects that are "out of scope" of the original proposal or involve significant additional funding (such as over 50% increase without a scope change) requires DOE approval.

The SPO CO follows the proposal review process as for a new proposal.

- *Proposal Package*

SPO CO prepares the [proposal transmittal letter](#) and the selected non-federal [WFO contract amendment](#). The transmittal letter, proposed non-federal WFO contract, the proposed scope of work and budget and other sponsor application forms, if required, are then transmitted to the sponsor contact identified by the scientific division.

- *Approvals*

The same NEPA/CEQA and, if necessary, Human and Animal Subjects approval is required as would be with a new proposal

- *DOE Approval*

The same process is followed as with a new proposal

2. Amendments with Schedule or Funding Changes But No Scope Change

For proposed amendments to existing WFO projects that involve schedule and/or minor funding changes but no change in the scope of work, the [DOE Order 481.1C Section 4.c.](#) does not require DOE approval of the amended proposal
Federal Agency Amendments

For federal agency amendments to the original interagency agreement, DOE Contracting Officer signature may be required by the sponsoring federal agency. Check the funding document for instructions.

Incremental Funding or Continuations:

Some sponsors, such as NIH, UC Special Research Programs (i.e. California Breast Cancer Research Program, California Tobacco Research and Development Research Program), and California Cancer Research Program, require "continuation" proposals to be submitted prior to providing funds for the next incremental funding period of a multi-year award. Although, the original proposal (with multiple incremental funding periods) has been previously reviewed and approved by the sponsor, DOE , and LBNL for the entire period of performance, Continuation Proposals are submitted through SPO for LBNL review, approval, and submittal to the sponsor .

No additional DOE approval is required if DOE has approved the overall project and this action is within the scope of the original DOE approval.