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**BOARD OF REGENTS**

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March 31, 2020

MEMORANDUM

TO: Directors of Offices of Research and Sponsored Programs  
Contracts Managers  
Institutional Fiscal Officers  
Principal Investigators (PIs) with Contracts ending June 30, 2020

FROM: Ms. Carrie Robison *Carrie Robison*  
Deputy Commissioner for Research and Sponsored Initiatives

RE: Deadline Date for Receipt of Requests to Amend Contracts and/or Revise  
Budgets for all BoRSF Contracts and Procedure for Submitting Requests

Typically the Board of Regents receives a considerable number of requests from PIs of projects who need to: 1) extend the termination date of their contracts to fulfill the goals of their projects; and/or 2) revise their budgets. The BoRSF staff approves these types of requests if sufficient and appropriate rationales have been provided in writing, if they are in accordance with contractual stipulations, and if all documentation is received by **4:30 PM on Thursday, April 30, 2020**. We ask that the institution's Office of Research and Sponsored Programs please coordinate responses with all affected PIs.

**In order to streamline our process during this difficult time, we ask that institutions, if possible, make a single request for one-year no-cost extensions and provide a list of affected contracts. These requests will be automatically approved. We will generate amendment forms and route for signature as soon as possible. Per the Governor's proclamation allowing deviations from strict compliance related to State contract procedures, we will accept electronic signatures at this time.**

**Please note that requests for budget adjustments will still be reviewed and approved on an individual basis, so they must include all necessary detail to assist the program manager to make a determination.**

**All institutional requests should be emailed, at one time if possible, to [support@laregents.org](mailto:support@laregents.org). If you need additional time to provide an institutional response, you must make a request in writing, indicating how much additional time is required. Since most amendments must be fully executed and processed before the end of the fiscal year, any requests received past the deadline will not be considered unless you have been given an extended deadline.**

In order to be considered, contract amendment and budgetary revision requests must be:

- 1.) Approved by the appropriate university/college officials, in accordance with contract provisions, prior to transmission to the Board of Regents;
- 2.) Submitted separately from required reports; and
- 3.) Received via [support@laregents.org](mailto:support@laregents.org) at least 60 days prior to the termination date of the original contract, or the most recent amendment to the contract, whichever is appropriate, i.e., no later than 4:30 PM on Thursday, April 30, 2020, for projects that terminate on June 30, 2020. **(If you are unable to submit requests by this deadline, you must request an extension. Once an extension is granted, you will have until 4:30 PM on the new deadline date to submit requests. Any requests received after the new deadline will not be considered.)**

Contractual provisions permit certain budgetary revisions without Board approval; however, Board notification is required. See your contract for further information. Adherence to these procedures should facilitate the Board's consideration of these types of requests, ease complications associated with payment procedures (if any are involved), and generally serve to streamline record-keeping.

If you have any questions concerning this memorandum, please email [support@laregents.org](mailto:support@laregents.org) or email Mr. Bryan R. Jones, Enhancement Program Manager at [bryan.jones@laregents.edu](mailto:bryan.jones@laregents.edu); Ms. Zenovia Simmons, Research and Development Program Manager at [zenovia.simmons@laregents.edu](mailto:zenovia.simmons@laregents.edu); or Ms. Carrie Robison, Deputy Commissioner for Research and Sponsored Initiatives at [carrie.robison@laregents.edu](mailto:carrie.robison@laregents.edu). Thank you for your cooperation.

cc: BoR Sponsored Programs Staff