I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle award contract revisions. 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 award contract revisions.

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 Contracts, the PAS would submit the request to Contracts, who would then discuss the revision with the sponsor. If this is an executed agreement, Contracts would need to initiate an amendment to the contract which would then be presented for approval to the sponsor.

Terms & Conditions Change
During contract review, an instance may arise in which changes need to be made to the terms and conditions to comply with SLU policies. Contracts may reach out to the PAS for sponsor contact information or request that the PAS obtain a document in a format which Contracts can revise for appropriate changes.

Project Budget Change
If a budget needs to change during the negotiation process, the PAS can work with Contracts to submit this for approval. If this is a fully executed agreement, a budget
change can be made through an amendment that is submitted to the sponsor or an email with the budget revision request.

IV. Version History

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<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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<td>[MM/DD/YYYY]</td>
<td>Initial Version</td>
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