



ORA-01-04 PRE-AWARD REQUEST

This form is to be used to request an account when there is preliminary indication that an award will be forthcoming, but prior to official award notification . The PI completes the form and it is signed by the PI and the individual with authority to commit funds from an alternate account, should the award not be received. Submit the form to ORA. If approved, ORA will initiate account set-up.

Principal Investigator: _____

Funding Agency: _____

Project Title: _____

Anticipated effective date of award*: _____ Anticipated first year award: \$_____

**If the effective award date is later than anticipated any costs incurred before the effective date, or more than 90 days prior to effective date (for Federal awards that allow pre-award costs), must be covered by the account identified below.*

- Submit with this request: 1) A copy of any preliminary notification from an individual at the funding agency who is authorized to make the award (email, scan, hard copy, etc.)
2) The first year project budget

Reason for request (identify the budget items that need to be processed & the amount of each):

The _____ will assume financial responsibility for expenses incurred if this grant project is not funded by the external agency or if these expenses are not reimbursable. If an award is not forthcoming, this account will be closed and all charges will be transferred to the UA account listed below.

Signatures:

Principal Investigator _____ Date _____

Account Holder _____ Date _____

Alternate Account #: _____ (to which expenses will be transferred should funding not come through)
Type of Account: _____ (department, college, PI IDC, Start-up, etc.)

If personnel forms are processed based on this pre-award approval, only the period prior to the expiration date below may be charged to the grant account. If the award is not received by the end of the approval period, the PI must initiate another request to extend the period, or the account will be closed and expenses moved to the alternate account.

For ORA Use Only

Pre-Award Effective Date: _____ Pre-Award Expiration Date: _____

Approved expenditure limit: \$_____ Is this a Federal award that allows 90-day pre-award costs? Yes No

ORA Approval Signature _____ Date _____

If Federal - CFDA #: