



Office of Research Administration

ORA-01-05 UNDERWRITE REQUEST

This form is to be used to request approval for spending beyond the obligated amount on incrementally funded awards. The request can be for up to the total anticipated amount indicated on the award notice or in communication with the sponsor. 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 additional funding not be forthcoming. Submit the form to ORA and, once approved, the additional amount will be available to spend against.

Principal Investigator: _____ Department: _____

Funding Agency: _____

Project Title: _____

Award ID: _____ Speedtype: _____

Award Period*: _____ to _____ Approved award amount*: \$ _____
(*This is the anticipated period and amount indicated in the award notice or sponsor communication.)

Requested amount to be made available* \$ _____

*(Cannot exceed the approved award amount)

Identify budget items and amounts of each that need to be processed:

_____ will assume financial responsibility for expenses incurred if additional funds are not obligated by the external agency. If this award is terminated or de-obligated, the grant account will be closed and all charges over the obligated amount will be transferred to the UA account identified below.

Signatures:

Principal Investigator _____ Date _____

Account Holder (if not PI) _____ Date _____

Alternate Account #: _____
(expenses will be transferred to this account if additional funds are not obligated)
Type of Account: _____
(department, college, PI IDC, Start-up, etc.)

If personnel forms are processed based on this advanced approval, only expenses that fall within the Approved Period and Amount (noted below) are eligible to be charged to the account. If the additional funds are not received by the end of the approval period, the PI must initiate another underwrite request to extend the period, or the account will be closed and expenses moved to the alternate account.

For ORA Use Only

Approved Amount: \$ _____ Approved Period: _____

ORA Approval Signature _____ Date _____