



## REQUEST FOR A PRE-AWARD ACCOUNT

All pre-award requests must now be executed by the College Research Office with appropriate authority via RED.

When assured that a sponsored agreement is reasonably expected to materialize, a pre-award project number can be established for the purposes of beginning the process of recruitment of project employees, ordering of specialized equipment and supplies, and the like in preparation for the start of the project.

### To establish a pre-award project account:

- Fill-out this internal College of Engineering form
- Attach any and all correspondence received from the sponsor that indicates eminent funding
- Indicate the spending cap you would like placed on the pre-award project number
- Acknowledge by having your Department Head sign this form with the understanding that should a sponsored agreement not materialize, any expenditures the PI makes against the pre-award project number will be the responsibility of the department.
- **Email form and supporting document to Pat Hayes and copy Laurinda Perez**

Date of Request: \_\_\_\_\_ Department Name: \_\_\_\_\_

PT number: \_\_\_\_\_ Financial OUC to be charged: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Authorized Amount: \$ \_\_\_\_\_

Budget Begin/End Dates: \_\_\_\_\_

Individual(s) authorized to initiate disbursement: Principal Investigator's Name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Financial Responsibility:** In the event that the University is unable to fully negotiate and execute this proposal and make an official award through Sponsored Programs and Regulatory Compliance Services (SPARCS), the Department will retain sole responsibility for all costs incurred under this Pre-Award project set-up. Additionally, should the official project begin date create unallowable costs, the previously designated unit will also be responsible for payment of these costs from other appropriate funding sources.

Approved by:

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date