Accelerated Spending Request Form

Non-Competing Continuation Year

Please use Subaward Extension Request form for subaward (or, "sub-in") where funds are received from another institution for performing a portion of their sponsored project.

Current OGA Project # __{1}________________________ OGA Award # __{2}________________________

Current Project Period __{3} / ___ / ____ to ___ / ___ / ____ Award Period __{4} / ___ / ____ to ___ / ___ / ____

PI Name __{5}________________________ Dept Contact Name __{6}________________________

Agency Name __{7}________________________

New start date requested: _{8}_ / ___ / ____ New end date requested: _{9}_ / ___ / ____

Unrestricted, non-sponsored Oracle FOMOPPL alias or account string to transfer charges to in the event an award is not funded: _{10}________________________ (required)

Reason and Justification: __{11}________________________
For items where justification is required, it must include the benefit of this action to the project, the scientific rationale and other pertinent information. Attach additional sheets if more space is required.

☐ Begin spending continuation year funds 90 days or less prior to the continuation start date.
☐ Begin spending continuation year funds more than 90 days prior to continuation start date (detailed justification required - please attach).
☐ Other - Explain reason and include justification (attach additional sheets if necessary):

Certifications and Approvals:

Signatures by the PI and Unit Head for pre-award cost indicate a guarantee that the cost will be absorbed by the department if an award is not made.

This expenditure/action is necessary for the conduct of this project: This request has been reviewed for administrative propriety: This request has been reviewed for consistency with policies and procedures:

____________________________
Print Name - Unit Head

Principal Investigator Date

Signature - Unit Head (Dean/Director/Department Chair/Division Head) Director/Designee, SPA Date

For SPA Internal Office Use Only
Select fields to be updated in OGA

Non-Perpetual A: Perpetual A: Account Title Budgetary Controls Status
☐ Project Start Date ☐ Project End Date ☐ Close Date
☐ Award Start Date ☐ Award End Date
☐ Task Start Date ☐ Task End Date
☐ Alias Start Date ☐ Alias End Date
☐ Close Date

Completed by: _______/_____/_____
Date: _______/_____/_____
Copy sent to RGC

Send Completed Form to Sponsored Projects Administration, Mail Code AD-220

Revised: 1-1-08
Instructions for Accelerated Spending Request

(Request for SPA Pre-Award Account Set-up—Non-Competing/Continuation years)

{1} OGA Project #. The Oracle Grants Accounting number assigned by SPA to the project for the current year or budget period.

{2} OGA Award #. The Oracle Grants Accounting number assigned to the award by Sponsored Projects Administration for the duration of the project. If an account is new or if the number is unavailable, this field should be left blank when the form is completed.

{3} [OGA] Project Period. The OGA project period, which may also be the sponsor’s budget period. This should not include any pre-award dates—pre-award dates may be listed in the Justification field.

{4} Award Period. The sponsor’s award period.

{5} PI Name. The Principal Investigator named on the award from the sponsor.

{6} Contact Name. The department fiscal manager or unit administrator who provides direct administrative support for the project.

{7} Agency Name. The sponsoring organization. With a sub-award (or, “sub-in”) where funds are received from another institution for a performing a portion of their sponsored project, both that institution and their sponsoring agency should be listed.

{8} New Start Date Requested. Indicate pre-award start date here (needed for projects which are assigned a new project number each year). Note that SPA does not increase budget $ until the Notice of Grant Award (NOGA) has been received from the Agency. Budgetary control will be set to “Advisory” until the NOGA is received.

{9} New End Date Requested. Indicate new end date needed here (needed for projects which are not assigned a new project number each year). Note that SPA does not increase budget $ until the Notice of Grant Award (NOGA) has been received from the Agency. Budgetary control will be set to “Advisory” until the NOGA is received.

{10} Fund Number. The non-sponsored (unrestricted) Oracle General Ledger (GL) Fund Number that charges should be transferred to in case project costs are incurred but an award is not funded.

{11} Justification. The explanation for the requested action. This must include the benefit of the action to the project, the scientific rationale, and any other pertinent information in support of the request. If a pre-award date is requested, it should be listed in this section and not in the project period or the award period fields. Copies of relevant communications (such as email) may be attached as necessary.