Pre-Award Account Set-up Request Form

New and Competing Awards

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

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

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

Agency Name __{7}________________________  Contact telephone (___) _____ - ________

Agency Contact __{8}________________________

Agency Award No. __{9}________________________  Anticipated 1st Year Total Cost Award __{10}________________________

Unrestricted, non-sponsored Oracle FOMOPPL alias or account string to transfer charges to in the event an award is not funded: __{11}________________________ (required)

Justification:
Include the benefit of this action to the project, the scientific rationale and other pertinent information to support this request. (Attached additional paper if more space is required)

{12}

Please indicate the type of Pre-Award Set-up:

☐ Account is setup or pending setup and requesting earlier start date than NOGA (90-day Preaward Spending).
☐ Account is not setup in OGA and requesting spending prior to award documents forwarded to SPA.

Pre-Award expenditures prior to 90 days before the project start date require written sponsor prior approval. If requesting greater than 90-day pre-award expenditure, written sponsor prior approval must be attached.

Certifications and Approvals:

Signatures by P.I. & Unit Head for pre-award cost indicates 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  RDA Preaward Authorizing Official  Date

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
☐ Alias Start Date
☐ Project Start Date
☐ Award Start Date
☐ Task Start Date
☐ New Project/Award Worksheet

Completed by __________ Date _____/_____/_____
☐ Copy sent to RGC

Send Completed Form to appropriate RDA Preaward office  Rev: 1-1-08
Pre-Award Account Set-up Request Form

Instructions for Pre-Award Request
(Request for SPA Pre-Award Account Set-up—New and Competing Awards)

**Purpose:** This form is used to allow pre-award spending on new or competing awards.

1. OGA Project #. *The Oracle Grants Accounting number assigned by SPA to the project for the current year or budget period. If an account is new or if the number is unavailable, this field should be left blank when the form is completed.*

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 performing a portion of their sponsored project, both that institution and their sponsoring agency should be listed.*

8. Agency Contact. *The individual person at the sponsoring agency who has oversight of the award. Typically this is the grants specialist.*

9. Agency Award No. *The number that the sponsor has assigned to the award to be used in communications with that sponsor.*

10. Anticipated 1st Year Total Cost Award. *The sum of expected costs for the entire first year of the project, plus the pre-award period. Note that SPA only puts 25% (or, the first quarter) of the award into the account during the pre-award phase.*

11. 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.*

12. 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.*

Send Completed Form to appropriate RDA Preaward office

*Rev: 1-1-08*