

Pre-Award Spending Request Form

Date: _____

Principal Investigator: _____ School/ ORU: _____

Sponsoring Agency: _____ Cayuse SP: _____

Period of Authorization (not to exceed 90 days): from: _____ to: _____

Are human or animal subjects involved in the project? ☐ Yes ☐ No

Please appropriate funds as follows:

(Up to 25% of the award's direct costs can be requested)

Direct Costs \$ _____

Indirect Costs \$ _____

Total Costs \$ _____

Reason for request:

☐ New or Competing Continuation Federal Award: 90 calendar day pre-award costs allowed by sponsor. Attach written documentation of the agency's intent to fund this project, funding level, and anticipated start date. List federal sponsor's representative contact information below for follow up: Name _____ Email _____ Phone: _____

Pending Award - Award document not yet received. Written documentation from an authorized sponsor representative of the sponsor's intent to fund the project, funding level, start date, and the sponsor's policy on pre-award costs has been provided.

Delayed Awards—Award document received but award set up is delayed (E.g. pending indirect cost policy exception request).

I certify that all necessary human subject, animal subject, and/or environmental health and safety approvals have been obtained prior to conducting work that requires such approvals.

Principal Investigator: _____ Date: _____

I certify funds will be available to cover the expenditures incurred for this project in the event that the Sponsor does not provide the funds requested. (Requests without alternate fund will not be processed.)

Full Accounting Unit (FAU): _____

Dean or Director _____ Date: _____

Additional Information:

SPO Use Only

Date Received by SPO: _____ Comments/Other: _____

SPO CGO: _____

Award Type: _____

SPO has received a written commitment directly from the Sponsor stating their intent to provide the funds requested for the above named project.

Sponsored Projects Office, Authorized Official: _____ Date: _____