

Date: _____

To: Associate Vice Chancellor for Research Administration

From: _____

RE: Request for Pre-Award Spending

Since we have been notified by _____ that our _____ proposal entitled _____ will be funded effective _____, we request approval to establish a grant account with authority to begin the minimal expenditures to start the project prior to that date. We are attaching documentation as proof of our expectation of funding for this project. For NIH funded awards, we understand that NIH prior approval is required for any costs to be incurred more than 90 days before the beginning date of the initial budget period of a new or competing continuation award.

By the signature of the Department Chair (below) we assure the Research Institute that in the unlikely event that the grant is not funded or delayed for more than 90 days, the Department of _____ will pay any and all expenses incurred as a result of this account using the following speedtype(s):

Signed:

Date

Principal Investigator

Date

Department Chair

Date

Associate Vice Chancellor for Research Administration