

MEMORANDUM

Date: _____

To: Office of Research and Innovation; Pre-Award

From: _____

Subject: Pre-Award Grant Account Request

Please establish a financial account for the following grant or contractual project prior to official award notification from the funding agency.

Principal Investigator: _____

Funding Agency: _____

Project Title: _____

Project Amount Request: \$_____

Federal or Federal Flow-through? ☐ Yes ☐ No ☐ Unknown at this time

The authorized signatures below signify that _____ (Department DeptID) will assume financial responsibility for expenses incurred if this grant project is not funded by the external agency and for expenses that are not reimbursable. The department agrees that a Pre-Award account open longer than 4 months will be reviewed for possible closure due to lack of award. Should the department wish to allow charges to continue past the 4 month limit a new Pre-Award account request form must be submitted along with a detailed explanation of the need for the extension.

If there is a Subcontract to be established on the project, it is understood that this will not be executed until the Prime Award has been received. Any exceptions to this rule need approval from the unit's Dean or Director and from the Associate Vice Chancellor for Research and Innovation.

(Please note: A PeopleSoft Signature Routing Sheet and a copy of the grant proposal or contract must be sent to the Office of Research and Innovation prior to, or with, this letter.)

Concurrence:

Department Chair

Date

Dean

Date

Rev. 9/2025