

Grant and Contract Accounting Office Set up of an Advance Fund 145 Project Prior to Agreement/Contract Execution

This guidance is to outline the process for the expenditure or commitment of funds against a grant, contract or other agreement prior to the receipt of an executed award document.

I. GENERAL PROCESS

The Principal Investigator (PI) of a contract, grant or other agreement may request authorization from the Grant and Contract Accounting Office (GCA) to set up a Fund 145 project id/speedkey and begin incurring costs prior to the receipt of an executed award from the external funding agency. This need may arise when an award has not been received in the School of Graduate Studies and Research (SGSR) by the effective date of the award or if negotiation/processing of the award is not complete.

GCA will obtain approval from the applicable Principal Budget Administrator (PBA) and/or dean to create the Fund 145 project id/speedkey and acknowledge that their division will be responsible for any pre-award costs that are subsequently disallowed or not funded by the external sponsor.

Advance Fund 145 project id requests should only occur on proposals that are being routed through the SGSR.

In general, advance Fund 145 project id/speedkey requests will not be granted when the forthcoming award has outstanding compliance issues that would prohibit pre-award spending on a project prior to execution or the effective start date.

II. GENERAL PROCEDURE

The PI or SGSR is advised by the sponsor that an award is forthcoming. Provided that an official University proposal is on file with or quickly forthcoming to SGSR, the PI needs to email a request to GCA along with the grant proposal and any funding agency correspondence. The email request should explain the need for an advance Fund 145 project id and estimation of costs (i.e. amount, type) to be incurred prior to execution.

GCA will forward the request and any applicable material to the PBA for approval. GCA, when appropriate, may advise the PBA that an advance Fund 145 should not be approved for the following reasons:

1. Federal or state grants and contracts with no pre-award approval;
2. Requests on federally supported projects that are more than 90 days in anticipation of an award;
3. Compliance with any sponsor requirements where advance spending is unallowable;
4. Human subject research expenditures to support the project will be charged and an Institutional Review Board (IRB) determination has not been obtained;
5. Animal use research expenditures to support the project will be charged and Institutional Animal Care and Use Committee (IACUC) approval has not been obtained;
6. Significant financial interest was disclosed by investigator(s) who will be on the project and a mitigation plan has not be established with SGSR and/or Human Resources.

If the PBA approval is received, GCA will establish a Fund 145 project id and inform the PI and the administrative contacts.