



## Request for Pre-Award Spending

**Instructions:** Once this form is complete with signatures, please e-mail it along with the award notification and budget information to [skarakaya1@uca.edu](mailto:skarakaya1@uca.edu).

### Certification

The Principal Investigator (PI) requesting pre-award spending from the Office of Research and Sponsored Programs certifies that the agency named below will issue UCA a grant award in the sum indicated on the stated date. The Principal Investigator, Chair, and Dean are requesting pre-award spending beginning on the date specified and certify that any costs incurred will be allowable under the award’s Terms and Conditions and all applicable federal regulations.

Although we have every indication that the award will come through, the Department and College will take full responsibility for the expenses incurred by the university in the event that the award is not made.

<b>PI Name, Dept., College</b>			
<b>Project Name AND SPO or Banner Number</b>			
<b>Type of Award</b>	<input type="checkbox"/> New <input type="checkbox"/> Renewal or continuation of a previously awarded proposal		
<b>Budget Period</b>	Start date:  End date:	<input type="checkbox"/> Research <input type="checkbox"/> Instruction <input type="checkbox"/> Public Service	
<b>Sponsoring/Funding Agency</b> (include all flow through agencies)			
<b>Award Amount</b>			
<b>Expected Date of Award</b>			
<b>Amount Requesting</b>			
<b>Cost Sharing (yes or no)</b>		<b>F&amp;A Amount</b>	
<b>Justification</b> (only if requesting an amount less than the anticipated award)			
<b>Date Needed</b>		Has sponsor/funder approval been obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Principal Investigator's Title and Signature	Date
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Chair's Title and Signature	Date
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Dean's Title and Signature	Date
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Joy Ritchey Director, Office of Research and Sponsored Programs	Signature	Date
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***Thank you for taking the time to complete this form.  
ORSP will respond to your request within five (5) business days.***