

**Office of Research & Sponsored Programs**  
**Request for Fund Number and Spending Authority in Advance of Receipt of Award**

To: Office of Research & Sponsored Programs

From: \_\_\_\_\_  
PI Name

PI Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/Center Director Name \_\_\_\_\_

Department Chair/Center Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Department/Center Administrator \_\_\_\_\_

Department/Center Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

We have received word from \_\_\_\_\_ that the following grant/project will be funded. To help us manage this project in an effective and timely manner, we are requesting a fund number and advance spending authority to begin on \_\_\_\_\_. We certify that all costs incurred prior to receipt of final award issuance will be allowable expense items under the sponsor's award terms and conditions. Furthermore, when this account is used for pre-award costs (no more than ninety [90] days prior to the start date of the project), those expenditures will consist only of those costs necessarily incurred to initiate the project. By signing this form, we commit to cover all direct expenses that are incurred on this advance/pre-award activity should the project ultimately not be funded. All direct costs should then be transferred to fund number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Award or Grant # (if known): \_\_\_\_\_  Federal  Non-Federal

Sponsor: \_\_\_\_\_

Original grant application submitted on \_\_\_\_\_ to sponsor or institution subcontracting to LU.

If applicable, institution subcontracting to LU: \_\_\_\_\_

Please give contact information for sponsor or institution subcontract to LU:

Contact Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Supporting documentation is required. Please attach to form and check all that apply:

- Request for just-in-time information from sponsor or institution subcontracting to LU.
- Award documents in negotiation and submitted to ORSP by the sponsor or the institution subcontracting to LU.
- Other, e.g., email or letter from sponsor or other institution, documentation of funding to institution subcontract to LU, etc. Please list: \_\_\_\_\_

Approvals/Signatures (for use by ORSP only)

Office of Research & Sponsored Programs

Fund number assigned: \_\_\_\_\_

LU Fund number deferred: \_\_\_\_\_

Cc: ORSP CGS  
Research Accounting .