

Instructions: Complete this form to request that a pre-award account be established in UTSA's financial system. A pre-award account may be requested by a Principal Investigator (PI) for up to 90 days prior to the official notice of award. A pre-award account is established for pending grant awards to allow costs to be incurred and charged if such costs would benefit UTSA and facilitate the start of work on a sponsored program. A request for a pre-award account is designed for PIs to expense funds prior to completion of the award process when it is anticipated and documented by the PI that an award will be issued. Documentation of a commitment from the funding sponsor must be attached and an institutional source of funding identified to cover costs should the grant not be funded or any unauthorized costs are expended.

Principal Investigator: _____ Department: _____

Sponsor: _____ College/Unit: _____

Project Title: _____

Is the request for a new proposal? Yes No

If the award is a continuation of an existing project, please provide the project ID: _____

Anticipated project period of performance: _____ thru _____

Anticipated total amount of funding for year 1:

Description of project and justification for pre-award account:

In the event that the award described is not received, or does not coincide with the period of performance identified above, the Department and/or College identified on this request will provide full funding for any losses incurred as a consequence of the approval of this request.

Principal Investigator _____ Date _____

Department Chair or Center/Institute Director _____ Date _____

Dean or College/Unit Financial Lead _____ Date _____

Source Cost Center: _____ (required)

Research Administration Approval: Approved Not Approved

Post Award Administration _____ Date _____

Research Service Center _____ Date _____

For new awards, please obtain Research Service Center signature.

For existing awards, please obtain Post Award Administration signature.