

113.01 Pre-Award Advance Account Request

This form is to be used to request an account when there is preliminary indication that an award will be forthcoming, but prior to the official award notification. The Department/Agency completes the form, and obtains appropriate individual signature with authority to commit funds from an alternate account, should the award not be received. Submit the form and supporting documentation to Lana Tyrrell in the Office of Management and Budget. If approved, OMB will initiate account set-up.

Department/Agency: _____

Funding Agency: _____

Project Title: _____

If Federal, CFDA#: _____

Brief description of the need:

Anticipated effective date of award*: _____ Period of this request (up to 90 days): _____

Amount of the Pre-Award Account Request (up to 90 days): \$ _____

*If the effective date of the award is issued at a later than anticipated date, any costs incurred before the effective date of the grant documentation, must be covered by the account identified below.

Submit with this request:

- 1.) A copy of any preliminary notification from an individual at the funding agency who is authorized to make the award (email, scan, hard copy, etc.)
- 2.) Detailed budget consistent with the submitted proposal/application and any known sponsor/funder requirements.
- 3.) The entire proposal/application.

The Department/Agency of _____ will assume financial responsibility for expenses incurred if this grant project is not funded by the external agency or if these expenses are not reimbursable. If an award is not forthcoming, this account will be closed and all charges will be transferred to the following chartfields: Fund _____ Dept _____ Program _____ Project _____

Authorized Signer to commit funds: Printed Name: _____

Authorized Signer to commit funds: Signature: _____ Date: _____