

East Tennessee State University

Policy Title: Pre-Award Sponsored Program Account Request Policy

Issued: 4/30/14

Responsible Official: Vice Provost for Research and Sponsored Programs

Responsible Office: Office of Research and Sponsored Programs

Policy Statement

The establishment of a Pre-Award Sponsored Program Account may be requested prior to the receipt of an official notice of grant award or a fully-executed sponsored agreement if there is sufficient evidence that a sponsored award is imminent and the Project Director/Principal Investigator's (PD/PI) department accepts financial responsibility for any project costs incurred in the event the award does not materialize.

Purpose

This policy outlines the conditions under which a Pre-Award Sponsored Program account may be requested, the procedure for requesting an account, the documentation required, and the roles and responsibilities of the parties involved in establishing and monitoring the account.

Definitions

Pre-Award Sponsored Program Account

A Pre-Award Sponsored Program Account is a Banner index assigned to a pending sponsored program prior to the receipt of an official notice of grant award or fully executed agreement to which project-related costs may be charged. Expenditures on Pre-Award Sponsored Program Accounts must adhere to the same federal cost principles, sponsor guidelines, and university accounting policies as official grant accounts. The effective date of a Pre-Award Sponsored Program Account should not precede the anticipated start date of the official award and the total available funds cannot exceed the total direct costs requested for the first budget period of the project.

Procedures

Requesting a Pre-Award Sponsored Program Account

- The PD/PI may initiate a request a Pre-Award Sponsored Program Account up to 30 days prior to the anticipated start date of the official award. The request is made by completing and submitting the signed Pre-Award Sponsored Program Account Request Form and required documentation to the Office of Research and Sponsored Programs Administration (ORSPA).
- ORSPA reviews all requests for completeness and prepares and forwards a Pre-Award Account Setup Request to Grant Accounting.
- Grant Accounting establishes and manages Pre-Award Sponsored Program Accounts according to federal cost accounting standards, sponsor guidelines, and university accounting policies.

Required Documentation

- In addition to the Pre-Award Sponsored Program Account Request Form, a complete request includes:
- a justification of need for a Pre-Award Sponsored Program Account (e.g. to initiate the hiring process, to issue an RFP for the purchase of a piece of equipment, etc.);
 - a copy of the original proposal and ORSPA Routing Form;
 - a written commitment from the sponsoring agency, identifying their intent to award a specified amount of funds during a specified period of time;
 - a line-item budget for the first year of the anticipated award, if not included in the original proposal;

	<ul style="list-style-type: none"> evidence that all compliance approvals have been received from the appropriate oversight committees (IRB, UCAU, Bio-Safety and Chemical Safety Committee; Radiation Safety), and that all investigators have complied with the institution's Financial Conflict of Interest Policy for Sponsored Programs.
Suspension of a Pre-Award Sponsored Program Account	If a Pre-Award Sponsored Program Account is open for more than 30 days, the PD/PI and their department and college will be notified by Grant Accounting. If an official notice of grant award or fully executed agreement has not been received, an extension of the Pre-Award Account may be requested. Otherwise, the Pre-Award Account will be suspended and costs incurred to date will be transferred to the department index provided on the Pre-Award Account Request Form.

Roles and Responsibilities

Project Director/Principal Investigator (PD/PI)	<ul style="list-style-type: none"> assembles and provides necessary documentation for establishing the Pre-Award Sponsored Program Account; seeks and obtains all necessary research compliance approvals; ensures that all investigators have satisfied the requirements of the university's Financial Conflict of Interest Policy; conveys any information received from the sponsor to ORSPA and Grant Accounting regarding the status of the official award; complies with federal, university, and sponsor regulations and guidelines with regards to the expenditure of sponsored program funding.
Department/College	<ul style="list-style-type: none"> considers the risk of incurring expenses on a pending sponsored programs award; commits to incurring any costs that are charged to the Pre-Award Sponsored Program Account in the event that the award does not materialize.
ORSPA	<ul style="list-style-type: none"> ensures that the necessary documentation and valid department index have been provided.
Grant Accounting	<ul style="list-style-type: none"> monitors expenditures and ensures compliance with federal, sponsor and university accounting regulations and guidelines; notifies PD/PI when a pre-award account has been open for more than 30 days; suspends pre-award account when award is not received or extension of pre-award is not granted; transfers costs from suspended pre-award account to the department index identified on the pre-award account request form.

Related Forms

Pre-Award Account Request Form

Links

Revision Dates

5/29/15

Subject Areas

Academic	Research	Finance	Human Resources
✓	✓	✓	

