

PREAWARD FORM

SMU SPONSORED PROJECTS ADVANCE EXPENDITURE AUTHORIZATION FORM

SMU Policy 7.14 establishes advance expenditure authorization to ensure timely startup or uninterrupted continuation of Sponsored Projects at the University before a fully executed Award or amendment is received.

INSTRUCTIONS: PI completes Section I. Email to the assigned Grant Management Specialist.

Date:	SMU Proposal:		SMU Award#:		Fund:	Org:
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SECTION I - PRINCIPAL INVESTIGATOR INFORMATION

PI:			Sign	
Depart Chair:			Sign	
College Dean:			Sign	

Title:

I request approval to incur: \$		Of costs effective date:	
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For the following purpose:

SECTION II - INFORMATION PROVIDED BY SPONSORED PROJECTS/GRANT & CONTRACT ACCOUNTING

Prime Agency:		Pass-through Entity (PTE):	
Project Type:		Award Type:	
Period of Performance:	Begin:	End:	
Agency Indirect Cost Rate, %		SMU Cost Sharing (Yes/No)	

POLICY

Pre-award costs are allowed on most *grants* by most agencies. *Contracts* do not allow costs incurred prior to their start dates and obligation of funds.

We certify that this action is: within 90 days of the effective date of a grant or is after the effective start date of a contract (and funds have been obligated by the sponsor); is necessary for the effective and economical conduct of the project; is consistent with the grant or project work statement; and that the costs are allowed by OMB Circular A-21. We assume the risk of these pre-award expenditures. If costs incurred prior to the start date are ever disallowed by the granting agency or an auditing agency, we (Principal Investigator, Department Chair, and Dean) are liable and will reimburse the University.

Before Pre-award costs can be considered, there must be an approved budget on file. **Include budget with this Form.**

ADMINISTRATIVE APPROVAL

SPONSORED PROJECTS		GRANT AND CONTRACT ACCOUNTING	
	Sign		Sign
CC:	CC::	CC::	CC:

Notes:

