

**REQUEST TO ESTABLISH AN ANTICIPATION GRANT/FUND
REQUEST TO USE EXPIRED OR OVERDRAFTED GRANT/FUND**

TO: Grants & Contracts Office (GCO)

FROM: _____
Name _____ Signature & Date _____
Principal Investigator Signature & Date (required for A.1.b.) _____ Dean's Approval (if required by College) _____

A. REQUEST FOR ANTICIPATION GRANT/FUND CODES

Notice has been received from the sponsor that the pending proposal listed below will be funded. Permission is requested to incur costs in anticipation of an award. If the proposal is not funded or if the resulting award has a different effective date, all unallowable charges will be promptly transferred by the unit to departmental funds.

PROPOSAL DATA (ON FILE IN GCO):

Principal Investigator: _____
Unit Name: _____ Organization Code: _____
Title of Proposal: _____
Sponsor: _____ Proposal Ref. No: _____

EXISTING AWARD DATA (if applicable):

Award No: _____ Grant Code: _____ Fund Code: _____

ANTICIPATION REQUEST:

Amount: \$ _____ Period: (limited to 3 months) From: _____ To: _____

1. NEW GRANT/FUND CODES ARE REQUESTED: (please check one of the following)

- a. This is a new or renewal project (PREAWARD COSTS NOT ALLOWED);
- b. This is a new or renewal project, request 90 day preaward costs which are necessary for the effective and economical conduct of the project (**only federal grants under institutional prior approval authority, PI signature required**);
- c. It is not known how the Sponsor will fund the project (renewal or continuation); or
- d. This is a continuation of an EPA grant/cooperative agreement.

NOTE: If Sponsor is a federal agency, expenditures may not be incurred before any Conflict of Interests have been disclosed to the institution; managed, reduced, or eliminated; and reported to the funding agency.

2. CONTINUED USE OF THE EXISTING GRANT/FUND CODES LISTED ABOVE IS REQUESTED:

- The project will be continued with the same sponsor grant/contract number and is not a continuation of an EPA grant/cooperative agreement. In the event the Sponsor assigns a different sponsor grant/contract number, new University grant/fund codes will be assigned, and the Unit agrees to promptly transfer all allowable charges to the new fund.

B. REQUEST TO USE EXPIRED OR OVERDRAFTED GRANT/FUND CODE LISTED IN A. ABOVE

- 1. To incur costs in anticipation of a no-cost extension which has been requested from the sponsor through GCO; or
- 2. To incur costs in excess of the award for the purpose of accumulating total project costs (limited to 90 days).

C. DISTRIBUTION: After this form has been processed by GCO, please distribute a copy to:

Name _____ Address _____

Grants & Contracts Office use only Request approved as noted Request denied

New Grant Code _____ Title _____

New Fund Code _____ Title _____