

**Western Michigan University
Pre-Award Account Request
(To Be Completed By Principal Investigator)**

Project Director: _____	Phone: _____
Department/Unit: _____	College: _____
Agency: _____	Date Award Expected: _____
Project Title: _____	Proposal Number: _____
Agency Support (\$): _____ (dollar amount of proposal)	

Type(s) of expenses to be charged:
(All items must be allowable in accordance with the anticipated terms of the award.)

<input type="checkbox"/>	Salaries/Benefits	Departmental Fund & Cost Center: _____
<input type="checkbox"/>	Travel	Amount allowable as pre-award spending (\$): _____
<input type="checkbox"/>	Supplies	Time period for pre-award spending: Beg. Date _____
<input type="checkbox"/>	Other	End Date _____

Rationale/Justification for pre-award account.

(Attach any pertinent correspondence or note any conversations with sponsor or project representative, etc.) _____

*****Disclosure Statement:**

It is understood that if funding is not received, or expenses have been incurred prior to the beginning date of the award document, or cost are determined to be unallowable these costs will be posted to the respective departments's fund and cost center.

Administrative Approvals Please Route in the Following Order for Signatures. Forward Completed Form to Grants & Contracts Manager.	<i>For Grants & Contracts Use Only</i>
	Vice President for Research Date
Principal Investigator Date	Project Fiscal Analyst Assigned
Chair/Unit Head Date	Research Fund Cost Center Assigned
Dean Date	Grants & Contracts Manager Date

Pre-award Account Request Form Instructions (Backstop)

The Pre-Award Account Request Form is used to request a cost center (or extend a cost center) to allow spending prior to the university receiving an official award or extension document.

Section I: General information. Name of the Project Director, phone, department, and college. **Agency** is the funding source for the project. **Date Award is Expected** is the date the university expects to receive the official award document. **Project Title** is the title of the project. **Proposal Number** is the number assigned by the Office of the Vice-President for Research when the proposal is submitted to the agency. **Agency Support** is the expected amount of the award.

Section II: Type of Expenses are expenses which are expected to be charged against the project for the period prior to receipt of the official award document. All expenses must be incurred within the project period and allowable per the agency guidelines to be charged against the project. **Department fund and cost center** is the account that will be charged if expenses are not allowable. This account cannot be another grant account. **Amount allowable as pre-award spending** is the dollar amount that is being authorized to spend during the backstop period. **Time period for the pre-award spending** is the dates covered by the backstop. **Rationale/Justification for pre-award account** -Attach any correspondence from the sponsoring agency which the expected award/extension information and explain why the work must begin or continue prior to the award being received or extension approved.

Section III: Signature approvals are signatures required to process the request. Route in the order on the form.