

What is Pre Award Spending, and how do I obtain approval?

There may be an instance where you need to spend funds before your project's agreement is officially executed. In this case, you can complete a Pre Award Spending Approval Form. Upon approval, this form will allow you to spend funds from your project before the agreement is fully executed. For example, perhaps you need to get a contract processing to help your project or purchase equipment requiring additional lead time.

The Pre-Award Spending Approval Form will ask for the following information:

- Principal Investigator
- School/College
- Department
- Title of the Proposal
- Sponsor
- If sub-award, indicate the prime awarding agency
- Kualii Research Institutional Proposal Number
 - An Institutional Proposal (IP = 5 digits) is preferred, but ORP will accept the Development Proposal Number (PD = 4 digits).
- Guarantee Account 1 & Guarantee Account 2
 - If your project is not funded for any reason, the Guarantee Accounts will absorb the expenses spent during Pre Award Spending.
 - These accounts must begin with a 74 or 78. 76 or 72 accounts are not allowed.
 - Please speak with your chair or supervisor and/or dean or vice chancellor before listing these accounts.
- Anticipated Award Amount
 - The total project's award amount.
- Estimated Expenses for 90 days, not to exceed
 - The Pre Award Spending Approval is allowed for 90 days. You must list how much you anticipate spending these funds in those 90 days.
- Budget Justification for Request
 - Provide adequate detail regarding the type(s) and amount(s) of expenses you request for the Pre Award Spending Approval. These expenses should be limited to the highest priority of items needed to start your project.
- Attach the Unofficial Notice of Award (NOA) from the Sponsor
 - To approve the request, we must see that you have confirmation that you will be receiving the funds. We prefer an unofficial NOA (email or document form) that indicates that SIUE will be a recipient of the award.
- Compliance Requirements
 - Review the listing of potential compliance areas for your project. Check boxes appropriately.

Once the Pre Award Spending Approval Form is submitted, it will be routed to individuals in ORP, your unit/department chair, Dean/Dean's Delegate, ORP

Compliance, and the Director of Award Management for review. When a decision is made, you will be notified via email.

If approved, ORP will work with Administrative Accounting to set up the grant account (budget purpose) and notify you when it is complete to begin spending funds. Any expenses incurred during Pre Award Spending will be charged to this budget purpose. Please note that the Guarantee Accounts are charged when the agreement is not executed, funds are not received, or the expenses incurred are not allowable.

When your executed agreement is received, ORP will move the account from Pre Award Spending to an official grant account/BP. Your assigned grant accountant will then invoice the sponsor accordingly.

Please note the risks associated with requesting Pre Award Spending. It is the responsibility of the PI and department/unit/college to cover expenses if the funding is not granted, the sponsor disallows pre-award costs or an award is delayed or less than anticipated.