



University of South Alabama
Preliminary Fund Request Form

Person submitting Request:		Email:	
Principal Investigator:		Department:	
Cayuse #		Sponsor:	
Project Title:			
Anticipated Start Date:		Anticipated End Date:	
		Anticipated Amount:	
Total Funds Requested (max 30% of expected Award):		Dept FOAP to cover if NOT Funded:	
Justification of Request:			
Regulatory Compliance:	IRB:	IACUC:	

In the event an award is delayed, not received or accepted on behalf of The University of South Alabama, or does not coincide with the anticipated period of performance or funding is less than anticipated, the department, college, school, or other applicable unit (as indicated on the PFR form) must accept responsibility for any financial losses using non-sponsored funds.
Please attach documentation from the sponsor that an award to USA is forthcoming.

Certifications

Principal Investigator:

	An urgent need exists to expend funds for the benefit of the project prior to receipt of a fully executed award. Explain in Justification of Request above.
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Principal Investigator

Date

Department:

	If the award described above is not received or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request. (Provide Departmental FOAP above)
	I am unable to provide funding for losses if incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean.

Department Head

Date

College/School:

	The Department has agreed to provide funding for this project in the event that the award/amendment is not received or does not coincide with the anticipated performance period. I concur with this action.
	The Department has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the recommendation and will provide such funding if required. (Provide Departmental FOAP above)
	Neither I nor the Department endorses this request, and we will not pay for losses incurred if this research/project is not funded. The Preliminary Account should NOT be established at this time.

Dean/Director

Date

After completed and all signatures acquired, please load as an Event to SPA in Cayuse.



University of South Alabama

Preliminary Fund Request Form Instructions

Person submitting Request & Email: Name and email of person making request

Principal Investigator & Department: PI and Department name

Cayuse #, Sponsor and Project Title: Enter Cayuse #, Sponsor name and Project Title

Anticipated Start Date & Anticipated End Date: Anticipated Start and End date of Project

Anticipated Amount: Anticipated amount of Year 1 (if more than 1 year) of grant award

Total Funds Requested (max 30% of expected Award): Amount department would like to request. Can be any amount but NO MORE than 30% of the Anticipated Amount listed above.

Dept FOAP to cover if NOT Funded: Departmental Fund – Org – Program numbers that would provide funding for losses incurred. Must have a positive balance and indicate ability to fund up to the Total Funds Requested above.

Justification of Request: Reason funds are needed prior to a fully executed contract.

Regulatory Compliance: Are the necessary Regulatory Compliance for IRB and IACUC met? Y, N, NA

Please attach documentation from the sponsor that an award to USA is forthcoming: In the Cayuse Event, attach a copy of the contract received, email or any other correspondence or notice of award to support that the award is forthcoming to USA.

Certifications

Principal Investigator: PI is certifying that an urgent need exists to expend funds for the benefit of the project prior to receipt of a fully executed award and is explained in the Justification of Request.

Department: Department will either certify

1. Department will provide funding (FOAP entered in box above) for losses incurred or
2. Department endorses PI but is unable to provide funding for losses and asks for Dean approval/support

College/School: The College/School will certify

1. Department has agreed to provide funding for losses incurred and the College/School concurs or
2. Department endorsed but is unable to provide funding for losses and the College/School concurs and will provide funding (FOAP entered in box above) for losses incurred or
3. Neither the College/School nor the Department endorse the request and will not provide funding for any losses incurred, thus the Request for Preliminary Account is **NOT** approved and will not move forward.

If the Department or College/School endorse and a FOAP is provided, this form and documentation requested above should be uploaded into a Cayuse Event created by the Department and sent to SPA.