

REQUEST FOR CONTINGENT GR FAO

Principal Investigator: _____

Company Name/No.: _____ Cost Center Name/No.: _____

Grants Financial Analyst(s) for UR Financials access: _____

Funding Agency: _____ Sponsor Award/Grant No. (if known): _____

Project Period: _____ Indirect (F&A) %: _____% On Campus _____% Off Campus

Project Title: _____

Old GR FAO #, if applicable: _____ Proposed Cost Sharing yes no

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If Applicable:

Sub-GR FAO(s) needed: yes no Number of sub-GR FAOs _____

Sub Investigator Name(s): _____

(attach additional list if necessary)

If the Sub-Cost Center requires access to the GR FAO in UR Financials, a separate request form is required and needs approval signature of the Sub-Cost Center. The additional Request form(s) should indicate the financial analyst who needs access in the space below. The additional form(s) should be attached to the master form.

Sub Grants Financial Analyst(s) for UR Financials access: _____

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COST CENTER APPROVALS:

Principal Investigator: _____

Department Head (or Delegate): _____

Alternate departmental FAO #: _____

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FOR ORPA USE ONLY

CFDA No. (if applicable): _____

Type of Funding:

- _____ Letter of Credit
- _____ Bill by ORACS
- _____ Bill by Department
- _____ Automatic

Federal Flow Through:

- yes Agency Code _____
- no

ORPA: _____ Date: _____

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** No indirect costs will be applied until the award is received and set up in UR Financials.

GR FAO(s) Assigned: _____

By: _____ Date: _____

Entered in Coeus:

Added to OnBase Folder Note:

GUIDELINES FOR ESTABLISHING A CONTINGENT GR FAO

Under certain circumstances, it is occasionally necessary to establish a contingent GR FAO when the project has been approved by the awarding agency and the start date has passed, but final negotiations have not been completed, or if the awarding agency has approved pre-award costs (see below). The request is made by the principal investigator who completes the request form (opposite side), signs it, and then sends it to the department head for approval. The request should be for the initial award period only (i.e., 7/1/90-6/30/91).

The department head signifies approval by signing the request form and by identifying at the same time an appropriate departmental FAO to which costs incurred will be transferred if the grant or contract is not awarded. Please note that in signing the request form, the department head assumes full responsibility for all costs. No request for a contingent GR FAO will be honored if an appropriate departmental FAO is not designated. The request also must be approved by the Office of Research and Project Administration (ORPA) for confirmation that the award is anticipated.

ORPA will assign the GR FAO and copies of the completed request form will then be sent to the principal investigator, the department head, and ORACS.

Upon receipt of a fully-negotiated award, ORPA will issue a formal notice of award and attach relevant project information. Should the terms of the award, especially the approved award period, make any of the project costs already incurred unallowable; such costs will be transferred automatically to the departmental FAO previously designated by the department head. Please note that if the award is not made, ORPA will notify ORACS and the contingent GR FAO will be closed; all costs incurred will then be transferred automatically to the alternative departmental FAO previously designated by the department head.