# Preaward / Advance Project Request Form

**Instructions:** Fill out the form, print, obtain the appropriate signatures, and send the complete form to your Grant and Contract Officer at Sponsored Projects Administration.

* [Procedure / Instructions](http://policy.umn.edu/research/preaward-proc01)
* The effective date of a preaward request will be the date the form has been completely signed.
* The effective date of an advance project request will be the anticipated start date of the project.

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| --- | --- |
| **Principal Investigator:** |  |
| **Dept ID:** |  |
| **Dept Name:** |  |
| **Proposal Title:** |  |
| **MN-GEMS Funding Proposal Number (e.g, FP12345678) or PRF1234567)** |  |
| **Sponsor Name:** |  |
| **For advance projects: when do you expect this project to start?**  (e.g., proposal start date or start date in contract. This will be the account effective date.) |  |
| **Nonsponsored chart string to be charged if award or sponsor request is not granted:**  (this chart string must carry the same function as the sponsored project (e.g, 1100 Research; 2100 Other Sponsored Activities; 0300 Training, etc.) |  |
| **Budget Account Codes to be Opened:** |  |
| **Reason for request:**  (if required by department) |  |

**I certify that I am in compliance with RCR education requirements and have a current and accurate REPA on file. I understand that no human or animal subjects related costs (including personnel salary) can be charged until IRB or IACUC approval has been granted.**

Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

**My unit accepts the financial risk in the event that the award is not made, costs are disallowed by the sponsor, or the start date is changed.**

Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Research Associate Dean (if required by college) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_