

Proposal Awarded: Pre Award Spending

Purpose

The purpose of this process is to outline the process and requirements for pre-award spending when there is a critical need to start spending on a project prior to receiving the official award.

Process

1. Pre-Award spending up to a certain percentage of an anticipated award may be considered under certain circumstances, such as an official award not being executed yet due to external delays or delays in contract negotiation. Regardless of the delay, there must be a firm project start date and award amount, and delaying the start of the project would adversely affect the research objectives. Before pre-award spending is requested, the risks, liabilities, and limitations should be carefully considered.
2. The following conditions must be met, as applicable to the project and subject to the sponsoring agency's guidelines:
 - There is a critical need to meet project objectives
 - Regulatory committee approvals of human subjects, animal, biosafety, or other research protocols
 - Successful completion of the human subject tutorial if human subjects are involved
 - Approval of required financial disclosures
 - PI eligibility or approval for the exception to policy regarding PI eligibility
 - PI certification that the level of effort, scope, and objectives of the project will not change
 - Certification by the chair that any monetary loss resulting from the pre-award spending will be the responsibility of that unit or school
 - Confirmation of the sponsor's firm commitment from an authorized representative of the sponsor

Requesting Pre-Award Spending

1. To request for pre-award spending, please submit a [ticket](#) to SRP to initiate the process and provide the following information:
 - Sponsor Name
 - Project Title
 - Anticipated Budget Period Start and End Dates
 - Total Funds Anticipated this Budget Period
 - Requested Pre-Award Start and End Dates
 - Total Pre-Award Funds Requested
 - Justification
 - Attachments as applicable

Further details regarding pre-award spending can be found under section: 4A-Proposal Awarded: [4. Proposal Awarded](#)

Proposal Awarded: Pre Award Spending

Additional information provided by UCR central office can be found here:

<https://research.ucr.edu/spa/lifecycle/preaward>