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Office of Sponsored Projects

[www.csusm.edu/corp/sponsoredprojects/](https://csusm-my.sharepoint.com/personal/tbeckwith_csusm_edu/Documents/Trina's%20Documents/Templates/www.csusm.edu/corp/sponsoredprojects/)

sponsoredprojects@csusm.edu

760.750.4700

# **Authorization to Spend Prior to Award Request**

Purpose: This authorization request gives the Principal Investigator/Project Director (PI/PD) the opportunity to have a project number created before an award document is received and/or before an award begins *or*  update an existing project to allow for spending before the award begins.

Instructions: Complete Section A and obtain all required approvals in Section B. Send completed form to assigned Sponsored Projects Analyst (SPA) in the Office of Sponsored Projects (OSP).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. REQUEST** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Today’s Date:** |  | | | | | | **PI/PD:** | | | |  | | | | | | | **Dept:** | | |  | | | | | |
| **Contact Telephone:** | | |  | | | | | | | **SPA Name:** | | | |  | | | | | | | | | | | | |
| **Anticipated Award Amount:** Anticipated Pre-Award Spending Amount: | | | | | |  | | | | | **Anticipated Pre-award Spending Amount: to** | | | | | | | | | | |  | | | | |
| **Sponsoring Agency:** | | |  | | | | | | | | | | **Prime, if subaward:** | | | |  | | | | | | | | | |
| **Anticipated Budget Period:** | | | | |  | | | **to** |  | | | | **Anticipated Project Period:** | | | | | |  | | | | **to** |  | | |
| **Proposal Number** (if applicable)**:** | | | | | | |  | | | | | | **Award Number** (if applicable)**:** | | | | | | |  | | | | | | |
| **Type of Action Requested** (check one)  **A new Fund-Project for an anticipated award, but without an official award notice. A backup Fund is provided below.**  **Authorization to spend from an existing Fund-Project before the project start date.**  Current Fund-Project number: \_\_\_\_\_\_ *(Note: no backup fund is needed below)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Backup Fund:** | | | |  | | | | | (Please indicate a non-sponsored project, e.g. Campus Program [86xxx] or chart field string, | | | | | | | | | | | | | | | | | |
| for use in the event the awarded amount does not cover the level of pre-award spending) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name and Signature of Funding Authority for Backup Fund:** | | | | | | | | | | | |  | | | | | | | | | | | | |  | |
| *(Note: If different from PI/PD, then approval from authorized signer on backup fund is required below)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Justification:** (Required only in cases where sponsor approval is needed. Note benefits of this action to the project and other pertinent information. Attach additional page if more space if necessary) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **B. APPROVALS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| We, PI/PD and Funding Authority on Backup Fund (if app), verify the accuracy of the above information and agree that funds will be available to cover any expenses if needed. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Approval Signatures** | | | | | | | | | | | |  | **Date** | |  | **Printed Name** | | | | | | | | | |  |
| **PI/PD** | |  | | | | | | | | | |  |  | |  |  | | | | | | | | | |  |
| **Funding Authority on Backup Fund**  *(if app)* | |  | | | | | | | | | |  |  | |  |  | | | | | | | | | |  |
| **OSP Director** | |  | | | | | | | | | |  |  | |  |  | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For OSP Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Notes:** | | | | | | | | | | | | | | | | | | | | | | | | | | |

**\*\*** Please attach any supporting documentation, such as a written confirmation from the awarding agency,

in cases where the award document has not been received**\*\***