

REQUEST FOR INSTITUTIONAL APPROVAL / PRIOR APPROVAL (IPASS)

For more information about the types of requests requiring an IPASS Form, see the [Sponsored Projects Handbook](#)

| Project No. | Activity No. | PT-Rascal No. | Principal Investigator | Department |
|-------------|--------------|---------------|------------------------|------------|
| _____ | _____ | _____ | _____ | _____ |

Project Title: _____

Sponsoring Agency: _____

TYPE OF REQUEST

Incur Pre-Award Costs **Requested Start Date:** _____

This is to request authorization to incur pre-award costs within 90 days prior to the start date of the referenced project. The costs to be incurred are necessary for the conduct of the project and are allowable under the anticipated award. The pre-award costs will not impair the ability to accomplish project objectives or in any way adversely affect the conduct of the project. The costs will be covered by the following non-sponsored project _____ in the event the proposal is not funded (if award has not yet been issued by the sponsor, also check Advance Project below); disallowed by the sponsoring agency; or in excess of the allowable period (usually, 90 days).

Advance: **Set Up Advance Project or** **Continuation of Project** **Anticipated Start/Continuation Date:** _____

Advance spending may be allowed for imminent new awards or pending funding continuations for 90 days or less. Justification for the request should be provided below, along with details on the budget (which may be attached separately). Dean/Senior Business Officer approval is required. If the award or continuation is not received during the initial period, an additional IPASS request may be submitted. Please see spending guidelines on the next page. Once the award/continuation is received, the dates of the project are changed to reflect the actual dates in the award.

Time period requested: **30 days or** **90 days** **Monthly budget estimate:** _____ **Total Budget requested:** _____

- Please attach documentation and/or supporting correspondence from the sponsor to substantiate the request. This should ideally reference that the project (new or continuing) will be granted. If we are a subrecipient, include explicit agreement that the Prime will fund expenses.
- Costs incurred on the advance/continuation project will be covered by the following non-sponsored project _____ in the event the project is not funded, if actual award dates are later than the anticipated, or if the terms of the award disallow certain costs incurred on the project

Rebudget

Attach a copy of the current ARC budget, the requested revised budget, and rebudgeting justification below.

No-Cost Extension (NCE) **Requested end date:** _____

Complete this section for first-time NIH requests ONLY. For all other Sponsors or subsequent NIH NCE requests, contact your SPA Project Officer. Estimated balance remaining at end of current budget period: \$ _____ (Cannot be \$0.00). One of the following criteria must be applicable (select one):

- ☐ Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project;
- ☐ Continuity of support is required while a competing continuation application is under review;
- ☐ The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

The justification for any of the above requests as follows:

SIGNATURES

| | | |
|--------------------------|-------|-------------|
| Principal Investigator: | _____ | Date: _____ |
| Dean/Chair/Director: | _____ | Date: _____ |
| Senior Business Officer: | _____ | Date: _____ |
| Project Officer: | _____ | Date: _____ |

Budget development and spending guidelines for i) new award advances or ii) existing award spending continuations:

If an advance or continuation is approved, expenses should be closely managed to reduce the risk of incurring unreimbursable expenses. This includes careful management of large expenditures, subawards, new hiring, additional effort commitments, and equipment. The pace of expenditures when operating under an advance or continuation should reflect a thoughtful assessment of the likelihood the funding will be received. If the University is the sub-recipient, the Prime should explicitly direct the University to continue work and confirm that funding will be provided. If the request is for a second period of continuation, additional spending constraints may be appropriate to mitigate the risk should funding not be received.