

Pre-Award Project (Ledger 5) Request

To establish a project ID number, when assured that a sponsored agreement is going to materialize, complete the following form. In the event that the University is unable to fully negotiate and execute this proposal and establish an official award through NC State's Sponsored Programs Office, the department / unit will retain sole responsibility for all costs incurred under this Pre-Award project set up.

To establish a Pre-Award account in COS:

- Complete this form
- Attach all correspondence from the direct sponsor that indicates their intent to fund.
- Attach the specific budget and justification for the amount authorized on the form. (It is COS policy to only request up to 25% of the first year budget in the pre-award account.)
- Route this form, correspondence, and the budget through Docusign for Dept. Head Signature; cc cos_research@ncsu.edu

Date of Request:

Department Name:

PINS# or RADAR#:

Financial OUC to be charged:

Sponsor:

Total Authorized Amount:

Individual(s) authorized to initiate disbursement/ Principal Investigator:

Statement of Financial Responsibility: In the event that the University is unable to fully negotiate and execute this proposal and make an official award through Sponsored Programs and Regulatory Compliance Services (SPARCS), the Department will retain sole responsibility for all costs incurred under this Pre-Award account. Additionally, should any Pre-Award costs become unallowable costs once the project is fully executed, the department / unit designated in this form will be responsible for payment of these costs from a different funding source.

Approved by:

Department Head Signature

Date