BLOOMBERG SCHOOL OF PUBLIC HEALTH

PRE-AWARD REQUEST FORM

Note: Approval of pre-award spending subject to applicable compliance resolution.

<table>
<thead>
<tr>
<th>IPN:</th>
<th>Sponsor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Grant #:</td>
<td>Prime Sponsor Name:</td>
</tr>
<tr>
<td>PI Name:</td>
<td>Cost Center to be charged if award not received:</td>
</tr>
</tbody>
</table>

Reason for Request:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

<table>
<thead>
<tr>
<th>IRB:</th>
<th>IACUC:</th>
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<tbody>
<tr>
<td>Protocol #:</td>
<td>Protocol #:</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>Approval Date:</td>
</tr>
<tr>
<td>Grant Review Checklist attached:</td>
<td>Grant Review Checklist attached:</td>
</tr>
<tr>
<td>Agency Verification attached:</td>
<td>Grant Review Date:</td>
</tr>
<tr>
<td>Planning Approval Letter attached:</td>
<td></td>
</tr>
</tbody>
</table>

Approved:

________________________________________________________________________
Department Chair or Administrator                      Date

________________________________________________________________________
Office of Research Administration                      Date

________________________________________________________________________
BSPH Finance                                          Date

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

v.2 11.29.2013
GUIDELINES

New Awards

Grants: In the absence of sponsor restrictions, pre-award accounts will be established for 90-days.

Contracts: Upon completed negotiations, pre-award accounts will be established with a start date that coincides with the contractual documentation. Pre-award accounts will not be approved in instances where the beginning date of the project is linked to the final signature.

Continuations/Extensions of End Dates

Extensions of end dates for private grants and contracts are not permissible.

Federal no-cost extensions: Permissible under most circumstances. Research Administration must review the original request for the extension.

Federal Subawards to JHU: Permissible provided that the appropriate eIS and corresponding proposal have been approved by ORA. When available, a copy of the prime award is helpful.

Private Subawards to JHU: Permissible with a copy of the original request to the awarding sponsor for the extension.

Subawards to Other Institutions

No subawards will be issued from pre-award accounts.