

BLOOMBERG SCHOOL OF PUBLIC HEALTH PRE-AWARD REQUEST FORM

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

IPN: _____

SAP Grant #: _____

PI Name: _____

Sponsor Name: _____

Prime Sponsor

Name: _____

Cost Center to be charged if award not received: _____

Reason for Request:

IRB:	<input type="checkbox"/> Y <input type="checkbox"/> N	IACUC:	<input type="checkbox"/> Y <input type="checkbox"/> N
Protocol #:		Protocol #:	
Approval Date:		Approval Date:	
Grant Review Checklist attached:	<input type="checkbox"/> Y <input type="checkbox"/> N	Grant Review Checklist attached:	<input type="checkbox"/> Y <input type="checkbox"/> N
Agency Verification attached:	<input type="checkbox"/> Y <input type="checkbox"/> N	Grant Review Date:	
Planning Approval Letter attached:	<input type="checkbox"/> Y <input type="checkbox"/> N		

Approved:

Department Chair or Administrator Date

Office of Research Administration Date

BSPH Finance Date

Comments:

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.