

REQUEST for ADVANCED ACCOUNT NUMBER

Directions

PI: Confer with the Office of Sponsored Projects (OSP) first to determine if the funding agency will allow pre-award costs. If pre-award costs are not allowed, you are not eligible to use a clearing account for pre-award costs related to your sponsored project.

If pre-award costs are allowed, work with OSP to fill out the proposal information on the top of the attached form. Make sure that you include information on any mandatory cost share that will be required by the agency.

Indicate the amount of pre-award costs anticipated and the time period that the clearing account will need to be used for this purpose. This amount typically may not be more than 50% of the total amount requested from the funding agency (larger amounts are allowed with the permission of the Dean/VP of the unit). The time frame must not begin more than ninety days before the anticipated start date of the sponsored project.

(1) Sign the form.

(2) Meet with your Dean/Director and identify a University department account that will guarantee the pre-award costs charged to the clearing account. This University account should not contain federal or federal flow-through funds. The Dean of your College/Director of your Division must sign the form.

(3) Submit the form to the Office of Sponsored Projects for processing.

Proposal Information

Name of Principal Investigator:	
College/School/Division/Dept:	
Telephone:	
Email Address:	

Name of Sponsor:	
Title of Project:	
Anticipated Level of Funding: \$	
USF Cost Sharing Required: Yes No	Amount: \$
Start Date of the Project:	End date of the Project:
Date Funding is Anticipated:	

The Office of Business and Finance is authorized to:

1. Establish a clearing account to be charged for pre-award costs associated with the above referenced sponsored project according to the following limits:
 - Total amount of pre-award expenditures allowed: \$_____ (we recommend that the amount does not exceed 50% of total expected award)
 - Pre-award period From ___/___/___ to ___/___/___ (may not begin earlier than 90 days prior to expected start date of award)
2. Review and approve all pre-award expenditures charged to the clearing account.
3. Transfer all pre-award charges made to the clearing account to a sponsored project account after the award has been accepted by the University.
4. Charge University department account [No. _____] to reimburse the clearing account for all pre-award expenses incurred or obligated if the sponsored project is not funded.

Please note: Pre-award expenditures are approved only according to the limits listed above.

I understand the terms of this agreement:	I approve the use of the departmental account.
(1)	(2)
Signature of PI	Signature of Dean/Director
(Date)	(Date)

I verify the proposal information is correct.	
(3)	
Signature of Director OSP	(Date)

I authorize use of a USF clearing account # _____	
(4)	
Office of Business and Finance	(Date)