#### PROCEDURE FOR ESTABLISHING

## PRE-AWARD PROJECTS

**PURPOSE:** To establish and document a procedure to address expenses to be charged on projects in advance of contract or grant award.

**RESPONSIBILITY:** Office of Sponsored Research, Provost, Comptroller’s Office, Research Center Directors & Business Managers, Division/Department Chairs, Deans and Principal Investigators.

**OBJECTIVE:** This procedure is to acknowledge risk associated with UB incurring expenses for projects without legal contracts or grants in place. It is understood that commencing work without legal authorization can place UB in financial jeopardy. No sponsored research projects should be performed without the proper approvals of UB management and the assignment of a pre-award project number. In the event UB does not receive the anticipated grant or contract and expenses have been charged, the originating unit’s resources will be used to reimburse the UB central accounts for any deficit. In cases where the originating unit lacks the resources to assume this risk, the Office of the Provost will assume on their behalf, with prior approval.

### PROCEDURE:

1. **Instructions:** The Principal Investigator and Center Director or direct reporting line shall preliminarily determine if it is in the best interest of UB to proceed with work in advance of an expected contract or grant. The request should only be made if contract or grant award is imminent and delay in proceeding would harm the objectives or mission of the program.
2. **Pre-award project request form:** The request form must be completed and coordinated by the unit’s Business Manager and be approved by the Principal Investigator or Center Director, and respective Dean or reporting line. Upon completion and approval, the request form should be delivered to the Director of Sponsored Research for review and submittal to the Comptroller’s office. Upon receipt, the Comptroller’s office will create the project number and provide it to all parties.
3. **Monitoring:** The Comptroller’s office will monitor the expenses on the pre-award project for a ninety (90) day period and, if no award has been received, may freeze or close the project after consultation with the Director of Sponsored Research. At that time, any expenses accumulated in the project will be transferred to the department identified in the request form. Ultimate responsibility for managing dollar limitations on expenditures resides within the administrative unit.
4. **Deficits:** In the event of any financial deficit resulting from failure of UB to receive the contract or grant, the Department or unit performing the effort will reimburse the UB central accounts from their overhead department. In cases where the originating unit lacks the resources to assume this risk, the Office of the Provost will assume on their behalf, with prior approval.