

RIT SRS Pre-Award Costs Approval Request Form

PI Name:
Project Title:
Sponsor:
Novelution ID #: rit.novelution.com
Workday Number (if available):
Anticipated Start Date of the Project:
Anticipated Value of the Pre-Award Costs:

Please note that not all sponsors and/or awards allow for pre-award costs. If you are unsure if pre-award costs are allowable, please check with your SRS Post-Award Representative.

Form should be submitted within 90 days after the anticipated start date.

1. What categories of expenses are included in the Pre-Award costs e.g. faculty summer salary, student wages, travel, etc.?

2. Why was it necessary to incur these costs prior to the start date of the award?

3. How are these costs directly related to this award?

4. Have any of these costs already been incurred elsewhere? If so, what and where?

Please note any special conditions or limitations:

By signing below, I affirm that all pre-award costs proposed herein are necessary for the successful completion of the project as proposed and subsequently approved by the sponsor.

PI Signature

Date

Please send your completed and signed request to: PostAward@rit.edu

Internal Use Only

Date Received:

Notes: