



Use this form to request prior internal approval for advance spending on a sponsored project outside of an approved project period (e.g., pre-award spending or spending prior to expected modification).

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Project Information		
PI/PD First Last Name	Department	School
Sponsor	Project Title	
Prime Institution (if LC will be subrecipient)	Notice of Award Date (if available)	Grant Account No. (if available)
Total Amount Awarded: Total Requested in Proposal:	Project Period Start Date	Project Period End Date
<u>Sponsored Project status</u> Proposal pending/under review Award under negotiation with Sponsor Prime Existing/Active: Current balance _____	<u>Modification on an existing/active project expected, as below:</u> ___ Extension to _____ is expected ___ Additional _____ is expected ___ Extension is conditional. Please describe terms:	

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Request for Advance Spending on Sponsored Project			
Explain the need to spend funds outside of an approved award period.			
Describe what you need to purchase or charge. How much it will cost and within what timeframe? Are these expenses included/approved in the proposal/award budget?			
Describe circumstances and/or assurances that may mitigate risk to Lewis & Clark College.			
Requested Advance Start Date	Is pre-award spending allowed by the sponsor's guidelines and/or permitted in the agreement? Yes No NA If yes, please provide relevant information and/or reference URL:		
Requested Advance End Date			
Requested Advance Amount			

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Notes

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Funding Guarantee		
In the event that funds do not come through as anticipated to cover the advance spending, I agree to cover expenses incurred for this project up to the requested advance amount from the following non-sponsored guarantee account.		
<i>Budget Authority First Last Name</i>	<i>Budget Authority Title</i>	
<i>Budget Authority Signature</i>	<i>Date</i>	<i>Guarantee Account:</i>

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Approvals			
<i>PI/PD signature</i>	<i>Date</i>	<i>Additional Approver, if required, First Last Name</i>	
<i>L&C Grant Administrator signature</i>	<i>Date</i>	<i>Additional Approver signature</i>	<i>Date</i>
<i>School Dean or VP signature</i>	<i>Date</i>	<i>CFO and VP for Operations signature</i>	<i>Date</i>