**Pre-Award Authorization Request Form**

This Pre-award authorization Request Form is to be used to establish an account prior to USC’s receipt of an executed award. Any pre-award authorized account is established at the sole risk of the school. Completed Pre-award authorization Request Forms may be submitted to your assigned Department of Contracts & Grants (DCG) Officer, who will request a pre-award account be set up as authorized by the school.

**Award Confirmation:**

|  |  |  |
| --- | --- | --- |
| **Sponsor Confirmation of Award:** (Check One) | Attached to Request □ | DCG to confirm award □ |
|  |  |  |

\*If DCG is to obtain a firm commitment from the sponsor, complete the sponsor contact information below:

|  |  |
| --- | --- |
| **Sponsor Contact Name:** |  |
| **Sponsor Contact Email:** |  |

**Proposal/Project Identifiers:**

|  |  |
| --- | --- |
|  **PI Name**: |  |
|  **Cayuse SP#**: |  |
| **Authorized Pre-Award Period**: |  |

**Authorized Pre-Award Spending Budget:**

|  |  |  |
| --- | --- | --- |
| USC Category Code | Pre-Award Spending Description | Amount Authorized |
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|  |  Authorized Pre-Award Total: |  |

In the event an award is not made in support of this project, the school agrees to reimburse the University for all direct expenditures incurred against this Pre-Award Authorization request. This includes Pre-Award approval for payment to subcontracts.

Please affix appropriate signatures below to confirm that this Pre-award Authorization request has been reviewed and approved.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| USC Principal Investigator Date Signed |  | School, Dean Date Signed  |