



**Division of Research
University Policy**

SUBJECT: Funding in Anticipation of Award Policy	Effective Date: 06/05/2017	Policy Number: 10.2.6	
	Supersedes: 09/12/2012 02/23/2011	Page 1	Of 4
	Responsible Authorities: Vice President for Research Director, Sponsored Programs		

I. Background

Florida Atlantic University is required by regulation 2 CFR, Part 215 to consistently and uniformly administer sponsored projects.

II. Purpose

Project accounts are established for all federal and non-federal sponsored programs. The purpose of this policy is to establish uniform procedures for both Federal and Non-Federal intended projects, in order to provide guidance in establishing project accounts and budget authority based upon evidence of intent to fund a project received from the sponsor.

III. General Statement

The Office of Sponsored Programs is available to answer questions and provide assistance regarding the requirements of the Funding in Anticipation of Award Policy.

IV. Policy

At times, the Principal Investigator (PI) may need a project account and the associated budget authority established prior to FAU receiving the official award notification or executed contract from the sponsoring agency.

1. The PI may request a project account established in anticipation of the official award notice by submitting the *Funding in Anticipation of Award Form*, attached to this policy. A fillable form is located on the Sponsored Programs website under "Forms".

When completing the form, please be aware of the following:

- a. The form must be completed in its entirety.
- b. Written evidence from the sponsor of the intent to award the project is required to be included with the Funding in Anticipation request form.
- c. Anticipated amount of funding must be no more than 25% of the total anticipated sponsor award amount. If the request is higher than 25%, a justification must be included detailing the reasons for the higher amount request.
- d. Funding in anticipation accounts will be authorized for up to three (3) months. If longer than three (3) months' time is requested, a justification must be included detailing the reason for the additional time request.

After the initial funding in anticipation account is established, if additional time is required, a no cost extension request must be submitted along with a written statement from the awarding sponsor stating why funding is delayed.

- e. An account number, as collateral in case the new project is not funded, is required. **The account used as collateral must be an E&G account or a research overhead account and not a sponsored account.**
- f. Signatures from the PI, Department Chair and College Dean or representative are required.

2. Approval

Approval of the request for a project account is subject to review of the information provided. The Director of the Office of Sponsored Programs will provide approval. The account will be established in Workday as if the project were funded, but can only be approved for a period not to exceed three months, unless approved for a longer period by the College Dean or his/her designee and the Director of Sponsored Programs.

3. Award Notification Received

Upon receipt of the official award document or contract, the Office of Sponsored Programs will review the award document and submit a Post-Award Worksheet to Research Accounting for any remaining funds awarded for the budget period.

4. Award Notification "NOT" Received

If the project is not awarded or the contract is not executed, then any expenditures incurred will be transferred to the collateral account.

5. Start Date Differs from Originally Anticipated

If the start date of the project differs from what was established in Workday and prevents expenditures from being charged to the sponsored account, these expenditures will be transferred to the collateral account.

V. Definitions

Evidence of Intent

A document from the sponsor outlining the intent to fund a proposal or an agreement between FAU and the sponsor before the contract is final.

2 CFR, Part 215

Standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals, and other non-profit organizations.

Project Account

An account established to record the revenues, expenditures and encumbrances.

VI. Accountability

The Principal Investigator is responsible for completing and submitting the request form for a project account in anticipation of an award. This request must include all of the required information and signatures. The Principal Investigator, Department Chair and College Dean are responsible and accountable for compliance with the criteria that is required by this policy.

The Office of Sponsored Programs is responsible for reviewing and approving all anticipation funding requests based upon the criteria set forth in the Funding in Anticipation of Award Policy.

Policy Review: The Funding in Anticipation of Award Policy will be updated as necessary.

POLICY APPROVAL

Initiating Authority

Signature: 
Name: Daniel Flynn, Vice President for Research

Date: 6/4/17

Funding in Anticipation of Award Form

Principal Investigator	
College and Department/Unit	
Project Title	
SP Proposal Number	
Anticipated Amount Requested (must be no more than 25% of total project amount)	
Total Project Amount	
Anticipated Award Start and End Dates (Funding in Anticipation will only be authorized for up to 3 months)	
Collateral account (TAG #) (Must be E&G or research overhead)	
<u>Please Note:</u> Evidence of the sponsor's intent to award the project is required with this form.	

Required Signature Approvals:

Principal Investigator – Signature	Principal Investigator – Printed Name	Date
Department Chair – Signature	Department Chair – Printed Name	Date
College Dean – Signature	College Dean – Printed Name	Date