



Florida International University
Office of Research and Economic Development
Pre-Award Release of Funds/End Date Change Form

Date: _____

Request Type:
 90-day Pre-Award* End Date Change Other: _____

PI Information:
Principal Investigator: _____ Department Name: _____
College Name: _____ Project ID: _____
E-mail: _____

Sponsor Information:
Sponsor Name: _____ Project Period: _____ - _____
Sponsor Contact: _____ Budget Period: _____ - _____
Sponsor Award No. _____ Anticipated Award Amount: _____

Requested Pre-Award Amount: \$ _____ (direct and indirect)
Please note that the requested pre-award amount should be limited to no more than 20% of the expected award amount and/or enough to carry essential project costs for 90 days. (This will be "N/A" if this is an End Date Change request.) A detailed budget sheet should be provided using the DoR budget sheet which is available at: <http://research.fiu.edu/proposal-preparation/pages/forms.html>.

Justification:
Include the benefit of this action to the project, the scientific rationale and other pertinent information to support this request. (Attach additional sheet if more space is needed).

Guarantee ID: _____
A guarantee ID is an unrestricted, non-sponsored, non contract & grant award ID that will be used to guarantee the action requested above. In the event that the above requested action is disallowed or the award does not come in then all costs incurred on the Pre-Award account will be transferred to this account.

Certifications and Approvals:
Signatures by the PI and Dean's Office Representative indicates a guarantee that the costs associated with this request will be absorbed by the College / Department ID referenced above if the award is not made or charges are disallowed.

(PI Name & Date)

(Dean's Office Representative Name & Date)

* Pre-Award expenditures prior to 90 days before the start of the project require prior written sponsor approval. If requesting greater than 90 days then sponsor approval needs to be attached. Additional guidance is available at <http://policies.fiu.edu/files/357.pdf>

*******ORED Use Only*******

FDP Expanded Authorities Agency Approval Other _____
(greater than 90 days)*

 Approved Denied

Assistant Vice President for Research or Designee Date
Approval

Vice President for Research or Designee Date
(If Applicable)