

# BLOOMBERG SCHOOL OF PUBLIC HEALTH PRE-AWARD REQUEST FORM

Institute Proposal Number \_\_\_\_\_

SAP Grant # (if applicable, for continuations, extensions) \_\_\_\_\_

PI Last, First Name \_\_\_\_\_

Reason for Request: (attach documentation if necessary)

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IRB: [ ]Yes    Protocol \_\_\_\_\_    Approval Date \_\_\_\_\_  
Grant Review Checklist attached [ ]    Agency Verification attached [ ]    Planning  
Approval Letter attached [ ]

ACUC: [ ]Yes  
Protocol # \_\_\_\_\_    Approval Date \_\_\_\_\_    Grant Review  
Date \_\_\_\_\_  
Grant Review Checklist attached [ ]

Cost Center to be charged in the event that award is not received:

\_\_\_\_\_

Approved:

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Department Chair or Administrator

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Office of Research Administration

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BSPH Finance

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Approval of pre-award spending subject to applicable compliance resolution.**

## GUIDELINES

### New Awards

Grants: In the absence of sponsor restrictions, pre-award accounts will be established for 90-days.

Contracts: Upon completed negotiations, pre-award accounts will be established with a start date that coincides with the contractual documentation. Pre-award accounts will not be approved in instances where the beginning date of the project is linked to the final signature.

### Continuations/Extensions of End Dates

Extensions of end dates for private grants and contracts are not permissible.

Federal no-cost extensions: Permissible under most circumstances. Research Administration must review the original request for the extension.

Federal Subawards to JHU: Permissible provided that the appropriate eIS and corresponding proposal have been approved by ORA. When available, a copy of the prime award is helpful.

Private Subawards to JHU: Permissible with a copy of the original request to the awarding sponsor for the extension.

### Subawards to Other Institutions

No subawards will be issued from pre-award accounts.

***Note: Approval of pre-award spending subject to applicable compliance resolution.***