

Advance Project Number Request Form

Directions: For either Type A or Type B requests, please submit this form with all signatures and attachments to your contracting officer. OSP will only process the form to obtain the advanced project number when all the conditions below are met and all approvals obtained. For more information, please reference: <https://policylibrary.gatech.edu/research/2.7-advance-project-number>

PD/PI Name: _____

School/Lab/Center: _____

Project Title: _____

Sponsor Name: _____

If Subaward, Prime

Sponsor _____

Anticipated Award Start Date: _____

Period Covered by Request: _____

Expected Award Amount: _____

Funds Requested (≤ 90 days) _____

Type of Request:

Type A: Limited to 90 days (must satisfy all of the below)

GRANTS

- The award is a new award or competing-continuation award.
- The terms and conditions of the anticipated award permit 90 calendar day pre-award costs.
- The pre-award costs are necessary to conduct the project and allowable under the terms of the anticipated award.
- Evidence from sponsor indicating when an award will be made is attached.

CONTRACTS

- The award is a new award.
- OSP has received a Pre-Contract Authorization Letter or Authorization to Proceed Letter from the Sponsor's Authorized Business Official.
- The pre-award costs are necessary to conduct the project and allowable under the terms of the anticipated award.
- Evidence from sponsor indicating when an award will be made is attached.

Type B:

- **Type "A" conditions** cannot be met, but the PD/PI and the department/unit are willing to accept the additional risk involved. The department/unit **must** proactively identify a discretionary project number to clear any deficit that might result if the award is not received or a mutually acceptable agreement with the sponsor is not possible.

Discretionary Project Number:

Certifications

Compliance Certification: Approval to establish an Advance Project Number does not waive or replace any Georgia Institute of Technology compliance requirements. The Project Director/Principal Investigator certifies that all required regulatory approvals applicable to this project (including, as applicable, IRB, IACUC, IBC, Export Controls, Research Security, and Conflict of Interest disclosures) have been obtained or will be obtained prior to initiation of any regulated research activities. No costs associated with activities requiring such approvals may be charged to the advance project number until all required approvals are fully in place. Any costs incurred in violation of this requirement may be unallowable and, if so, will be transferred to a non-sponsored departmental account.

I hereby certify that there is positive evidence that the proposed sponsor intends to fund this project as described above. In the event the sponsor funding for this project is not received, sufficient institutional funds are available in my administrative unit to cover charges against an advance project number not to exceed \$_____ for the period beginning _____ and ending _____. These funds are to be budgeted as follows, pending receipt of sponsored funds for the project. I further certify that no deliverables will be made prior to contract award.

Project Director/Principal Investigator:

Date:

School Chair/GTRI Lab Director:

Date

Project Number Assigned by GCA/SPS: _____

Date: _____

Preliminary Budget

Budget Item	Expenditure Limit
Salaries & Wages	
Compensated Absences (GTRI only)	
Fringe Benefits	
Lab Overhead (GTRI only)	
Material and Supplies	
Travel	
Other Operating Expenses (GTRI only)	
Tuition Remission	
Equipment	
Subcontracts	
Overhead (RI) or G&A (GTRI) Amount	
RI F&A Rate (Percentage)	
Total \$	

Additional Explanation