Washington University
Instructions for completing the Project Activation Request Form

The Project Activation Request Form must be completed and submitted to the Offices of Sponsored Research Services (OSRS). Submit to the OSRS-Grant Team (OSRS-GT) for Grants, or to the OSRS-Contract Team (OSRS-CT) for all contracts, subcontracts and subawards. This is at the department’s risk.

TOP SECTION

Date: Enter the date the form is being completed.

Dept/Div #: Enter the PI’s Department or if applicable, Division number. List multiple departments when guaranteeing account allocations for those departments.

Fund #: Enter the fund number, if one has already been assigned.

School: For Danforth departments only. Enter the name of the school your department falls under.

PD/PI: Enter the PD/PI’s first and last name.

Dept: Enter the PD/PI’s Department name.

PDS #: Enter number assigned to the PDS document. If a resubmission proposal is submitted the PDS doc entered should be the one that corresponds with the first proposal. Please note that this PDS # should not be a TEST or REVBDGT

Agency: Enter the sponsoring/awarding agency’s name. If subagreement, enter prime awardee (i.e., institution that received the award directly from the awarding agency) name.

Grant/Award Number: Enter the agency number of the grant or contract. If it is a subcontract or subaward, use the agency number of the original sponsoring/awarding agency. Note: For profiling purposes, this is a required field if the award is direct pay from NIH.

If subagreement, indicate flow-through (e): Identify the flow-through – example: NIH to SLU or AHA to Case Western.

Direct $ and Total $: Enter amount of the total expected funding for the budget period listed. This number will not appear in the profile until the award is received and/or fully executed.

Budget Period: Enter the expected start and end date of the current budget period. Normally the same as provided in the PDS doc.

Project Title: Enter the Project Title from the PDS doc.

Department Contact: Provide name and phone number of who should be contacted if there are questions regarding the PA.
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MIDDLE SECTION

Pre-Award Costs: Check (√) if the PI is certain of an award and needs to incur costs before the start date. Some sponsors allow for pre-award costs, which are costs incurred towards a project prior to the start date of the award. If the sponsor does allow pre-award costs, it is typically for no more than 90-days prior to the start of the award. The Pre-Award start date must be entered.

Example: If an award has a 9/1/XX start date and the sponsor allows pre-award costs, then costs can be incurred toward the project approximately as early as 6/1/XX.

Project Activation/Awaiting Agency Approval: Check (√) if the PI is certain of an award and wants to start work on the project on the anticipated start date of the award. After the start date of the project but prior to receipt of the award from the sponsor a fund may be set up or continued.

Example: The award budget period start date is 9/1/XX, but by 8/25/XX the award notice has not arrived, and the PI wants to start the research as planned on 9/1/XX.

If agency approval to a request has not been received, or is not expected to be received by the required date. Attach the letter submitted to agency and any subsequent agency correspondence.

Example: The PI has written to the agency for approval to rebudget funds and has verbal approval but the formal approval letter has not been received and the rebudgeting needs to be done ASAP to incur needed expenditure.

Agency Contact Person: Fill in information on person within the agency that can confirm the allowability of the above request. (Pre-award Costs, Project Activation/Awaiting Agency Approval)

*Please note: A guarantee account number is required for all above requests. This account number WILL be charged for any expenditure if the project is not funded or the agency request is denied. The account number should include: (LC-Dept-Fund).

Justification: Provide an accurate and complete justification for why this action is necessary to achieve project objectives. The justification should relate to the work on the research project. The statement “To source to payroll” is not a sufficient justification. The justification needs to state when the work on the project is going to begin and why the PD/PI needs to incur costs.

Example: If the project activation is for an ongoing project and its pending a renewal award, which is expected to start 8/1/XX. Use a justification similar to this: To ensure continuity of the project until the renewal is funded. Research began on 8/1/XX.

PLEASE NOTE ➔ REQUESTS FOR ALLOWABILITY OF A-21 COSTS ARE NOW FORWARDED TO THE SPONSORED PROJECTS ACCOUNTING OFFICE VIA AN ADMINISTRATIVE COST EXCEPTION (ACE) FORM LOCATED: http://spa.wustl.edu/forms/ACEForm021511.pdf
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BOTTOM SECTION

Risk Accepted By: For the initial request the PI, the Dept Chair and for the Danforth Campus the Dean must sign and date in the first 90 day space. For the second and third 90 day project activation, the PI, Chair and Dean (Danforth only) should initial on the previously approved distributed copy of the project activation (with the signatures from OSRS-GT/OSRS-CT).
The Project Activation Request Form may be faxed, physically delivered or mailed to the Offices of Sponsored Research Services. If the project is a subcontract, subaward or contract, the Project Activation form should sent to the OSRS-CT.

Please send to: Campus Box 1054, FAX: 362-8712; Email: researchgrants@wusm.wustl.edu

CENTRAL OFFICE AREA USE

If the project is a subcontract, subaward or contract, the OSRS-CT will verify with the sponsor if the contract or subaward will be Cumulative, Fixed Price, Cost-Reimbursement and or Government Prime. Marking these options will assist the Grant Team in determining the fund ranges.

If the project is subject to FFATA, FAR, or E-Verify → the boxes should be checked (✓) accordingly. Refer to FFATA/FAR/E-Verify instruction document for additional information.

Remarks: If OSRS-CT or OSRS-GT wish to provide remarks, please use the appropriate space available.

Transmitted by (OSRS): Signature of the individual authorized to acknowledge the project activation request.

After recording the fund number and project activation expiration date on the form, copies are sent to SPA, the Dept, and, if applicable, the OSRS-CT.

Reminder to log in the Proposal Tracking System (PTS).