



Complete this form if requesting approval to incur pre-award costs regardless of whether or not the award is in-house and set up in Workday. Please review the instructions to complete this form: [Pre-Award Costs and At-Risk Account Request Form - Instructions](#)

IRES Record #:		Cost Center #:		Award Name:	
Section I – Demographic Information					
Principal Investigator / Project Director:			Business Office Contact:		
Department Name:				Phone:	
Section II – Project and Sponsor Information					
Project Title:					
Sponsor Name:					
Sponsor Award Number (if known):		Originating Sponsor (if Yale is a Subrecipient):			
Section III – Compliance Requirements					
Does the research involve human subjects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, enter protocol #s and congruency date(s):			
Does the research involve animal subjects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, enter protocol #s and congruency date(s):			
If there is more than one IACUC and/or IRB protocol associated with this research, attach a complete list of protocol numbers and associated congruency dates. NOTE: If a protocol(s) is pending approval at time of submitting this form, this form must be accompanied by an Attestation letter signed by the Principal Investigator. Examples of letters are located here .					
Section IV – Award Information					
Type of request:	<input type="checkbox"/> Pre-award costs approval and account set-up <input type="checkbox"/> Pre-award costs approval only; award is in-house and already set-up <input type="checkbox"/> No pre-award costs, award is late and/or negotiations ongoing				
Please justify why pre-award costs are necessary for the efficient and timely performance of the scope of work (attach documentation to support the request):					
Anticipated award will be:	<input type="checkbox"/> New <input type="checkbox"/> Competitive Renewal <input type="checkbox"/> Non-Competing Continuation funding (to an existing award)				
Anticipated award/subaward start date:		Anticipated award/subaward end date:			
Enter the anticipated pre-award start date:					
Is this an initial request or an extension of the original request?			<input type="checkbox"/> Initial Request <input type="checkbox"/> Extension of Original Request		
Charging Instructions (COA) (Enter existing COA or "New"):					
F&A Rate:		F&A Rate Base:			
If Salary-Over-the-Cap or Cost-Sharing, please indicate which:			Award		Cost Center
Section V – Statement of Responsibility for Requesting Pre-Award Costs/Account					
<p>As PI, I request approval for the ability to incur pre-award expenses in support of the above project and based on the justification provided. If the award is not already in-house and created in Workday, please create an At-Risk Account (supporting documentation is attached which provides reasonable certainty that an award will be received with an effective date that will cover the charges made to the account).</p> <p>As the administrator/business manager, I have reviewed this request for accuracy and will closely monitor pre-award costs in accordance with sponsor requirements, and Yale policies.</p> <p>As Chair, if the award is not received or the expenses are later to be determined unallowable, I agree that the funding source below can be charged for expenses incurred.</p>					
Source of Departmental Funds (Charging Instructions Must Be Provided):					
Approval Signatures					
Principal Investigator / Project Director:			Date:		
Administrator / Business Manager:			Date:		
Department Chair:			Date:		
Section VI – For OSP Use Only					
OSP Approval:			Date:		
Comments:					