

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.50.03	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: On occasion, award accounts are established before the award documentation is received by the Boyce Thompson Institute for Plant Research (BTI). This Policy establishes guidance for the processing of underwritten award accounts.

Policy:

1. It is the policy of BTI that award accounts can be established before award documentation is received if the Vice President for Finance and Operations authorizes an underwriting of award expenses until the official award documentation is received.
2. Underwritten award accounts may occur under one of the following circumstances:
 - A non-competing continuation award does not arrive when anticipated.
 - An application is submitted and the sponsor acknowledges its award, however, the formal award document is not received by BTI when funds are needed.
 - An award is received, but its setup is delayed due to budgetary or other issues.
3. When an underwritten account is necessary, the principal investigator (PI) and the Business Office must take action by notifying the Vice President for Finance and Operations of the need for the account.
4. A request for an underwrite should include the following information:
 - Maximum dollar amount of the underwrite.
 - Anticipated date of sponsor award.
 - Detail on any budget category restrictions for the underwrite.
 - An account number to which charges may be transferred should the anticipated award not be granted, is received with a start date later than anticipated, or incurs any disallowed expenditures.
5. Federal pre-award costs are those incurred prior to the effective date of the award. Pre-award spending must be approved by the federal agency prior to the underwriting of any award expenses. See 5.30.03 for full policy of federal award pre-award spending.
6. All pre-award spending is incurred at the PI's own risk.