

REQUEST TO ESTABLISH A CONTINUATION ACCOUNT

Notice has been received from the sponsor that the award listed below will continue (please attach documentation). Permission is requested to incur costs in anticipation of the continuation award or executed agreement. If the continuation is not funded or if the resulting award has a different effective date or awarded amount than expected, all unallowable charges will be the responsibility of the department.

Please be sure to scroll to the bottom of the page and press submit after you have signed to ensure proper routing of the form. You will then need to enter your OSP Preaward Administrator's email into the 'To' field.

Date:

PI Name:

Current Project #: (last six digits) **Proposal/GTS#:**

Sponsor:

Title of Grant:

Expected Start/End Date: -

Please note: review of the account and dollar limits are the responsibility of the department.

Unrestricted chartfield to charge if continuation funds are not recovered for any reason:

Fund: **Dept:** **Program:** **Project:**

Restricted chartfields cannot be used to guarantee a continuation account as these funds cannot be used for purposes other than the project for which such funds were received.

By signing below, I am requesting a continuation account and will cover any expenses incurred if the Award is not fully executed for any reason.

PI/Business Manager – Signature _____

PI/Business Manager - Printed Name

Office of Sponsored Programs - Signature _____

Send completed form to your OSP Preaward Administrator

Please note: If the submit button will not function in your PDF viewer, go to File>Send File>Attach to Email and send to your OSP Preaward Administrator with "Action Required: Continuation Account Request Form" as the subject and "Please see the attached continuation account request form which requires your review and signature" in the body.