

Administrative Establishment; Establishment Extension; or Funding Request Form

Principal Investigator: _____ PI's Department/School: _____

Project Title: _____ Sponsor Name: _____

Prime Sponsor Name (if GWU is a sub): _____

Status of Agreement: Received but in negotiation not received other: _____

Administrative [Establishment](#) [Establishment Extension](#) [Funding](#)

Start Date: _____ Duration: 3 Months 6 Months other: _____

If other, please provide justification: _____

Proposal # (for Administrative Establishment Request): _____

Project/Task/Award (PTA) # (for Administrative Extension and Funding): _____

Are all PTAs under this project to be established/extended/funded? Yes No

If No, provide a list of PTAs to be established/extended/funded: _____

Does this award include a cost share or program income award? Yes No

Principal Investigator Signature: _____ Date: _____

REQUIRED ATTACHMENTS:

Administrative Establishments: Correspondence from the sponsor showing the intent to fund the project and the anticipated start date.

Administrative Establishment Extension: Correspondence from the sponsor documenting that they still intent to fund the project and any information to the delay of award.

Administrative Funding: Correspondence from the sponsor showing the intent to fund the next budget period and a revised budget (if applicable).

List the Banner Organization # _____ where expenses (including cost share expenses) should be charged if agreement is not executed.

APPROVALS:

I hereby acknowledge that if an award is not made the above banner/department will absorb the expenses.

Finance Director Signature (if applicable): _____ Date: _____

Department Chair Signature (if applicable): _____ Date: _____

Other approval(s) (if applicable): _____ Date: _____

OVPR SPA Signature: _____ Date: _____