

# Request to Create a PreAward Spending Project

*Use this form to request a WyoCloud project for an anticipated sponsored award.*

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|  | **Anticipated Award Information** | |
| Principal Investigator (PI): | | Department: |
| Project Title: | | |
| Sponsor: | | |
|  | | Attach documentation from the sponsor indicating the future funding of this award. |
| Anticipated Award Amount: | | $ |

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|  | **WyoCloud Project Information** | |
| Requested Period of Performance for Pre-Award Project: | | |
| To | | |
| Anticipated Pre-Award Spending (Total Cost): | | $ |
| Department Guarantee Fund\*\* | |  |

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| **Required Approvals** | |
| I certify that all Key Personnel on this project have disclosed any Significant Financial Interests (SFI) related to their UW responsibilities. Any SFI that was deemed to be a Financial Conflict of Interest has been managed, reduced, or eliminated.  I certify that all Key Personnel have completed FCOI training if this will be a PHS-funded project.  I certify that no activity requiring protocol approvals can take place until those approvals are in place. | |
| **PI Signature and Date** |  |
|  | |
| **Department Approver (Print Name)\*\*** |  |
| \*\*I certify that in the event an award is not received, or costs incurred are determined unallowable under the terms of the award, direct costs will be borne by the department guarantee fund authorized above. | |
| **Department Approver Signature and Date\*\*** |  |
| **Submit this form to Research Services at *[research @uwyo.edu]*.**  Research Services will review this request and the attached sponsor documentation to determine if this is appropriate. If so, this request will be routed to the Office of Sponsored Programs (OSP) for the WyoCloud project setup. OSP will contact you with the preaward project number when it is available for spending.  When the award is received, Research Services will route the award documents to OSP. OSP will update the WyoCloud project and send you the award documents.  Contact OSP immediately if you learn that this anticipated award will not be received by UW.  Revised 4/19 | |