"At-Risk" Advance Spending Request

Use this form for a new account (Advance Start) **OR**
for Continuation Spending on an existing KFS account

OFFICE OF SPONSORED PROGRAMS
COLORADO STATE UNIVERSITY

Completed/Submitted by: _____   Dept. Nbr: _____

Email: _____   Dept. Name: _____

Advance Start (new project or new KFS account for existing award)**

Provide KR PD proposal number: _____ **OR** Existing 53 account number/Parent Award ID _____

*** For a new project: There must be a fully approved KR PD proposal and an Institutional Proposal record created by OSP before this request will be processed to set up a new account as well as items listed under *Award Receipt and Negotiation.**
Provide reason(s) to support special authorization to commit the University to expenditures before receipt of a fully executed award document:

Continuation Spending (allow expenditures on an existing KFS account beyond current end date)

Provide KFS account number: _____   Current Project End Date: _____

Provide reason(s) to support special authorization to continue spending on an account before receipt of a fully executed modification for additional time and/or additional funding:

The _____ agrees to allow 'at risk' spending up to $_____ until _____.
(This date will be entered as the KFS account Expiration Date.)

In the event that expected funding does not come through for this project, or the advanced expenditures are disallowed, the following account(s) will be used to cover any deficit that has accrued to date:

Account Number	Account Holder/Manager Signature

COST-SHARE: The _____ agrees to cover any related cost-share expenses, even if a cost-share account cannot be set up at the time of this request. OSP recommends setting up any required cost-share accounts in conjunction with this request, using the current CSA request form on the OSP website Forms page.

It is understood that the Office of Sponsored Programs (OSP) DOES NOT monitor advance spending, cannot stop expenditures on an account that exceed the stated maximum, and is not responsible for any expenditures not covered by the sponsor.

Approvals:

Principal Investigator: _____   Signature/Date: _____

Department Representative: _____   Signature/Date: _____

College Representative: _____   Signature/Date: _____

OSP USE ONLY: Reviewed and approved by:

OSP SRA/RA: _____   Signature/Date: _____

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** Required fields and sections are outlined in RED. **

New account =
- New award/project not previously funded
- Existing award with new accounts for each budget period, or for supplemental funding requiring a separate account, or for 'related' account situations (participant support, program income) for budget managed in a separate account

Specific to this section:
    a. Provide one of the following:
        i. KR PD number for new project/award, **OR**
        ii. If this is for another account related to an existing award, provide the current year's 53 number or the KR Award ID of the Parent record (e.g., 008904-00001)
    b. Description field:
        i. Provide reason to allow expenditures before receipt of fully executed award document

Continuation spending =
- Existing 53 account
    o Standard use cases:
        ▪ Incrementally funded, funding contingent so we manage the KFS expiration date by budget (obligation) end date
        ▪ Supplemental funding will be added to the existing account

Specific to this section:
    a. Provide the existing 53 account number
    b. Description field:
        a. Provide reason to allow expenditures before receipt of continued or supplemental funding notification

➢ DO NOT USE THE CONTINUATION SECTION TO REQUEST A NEW ACCOUNT
    o Multi-year projects that need unique accounts each year, and the new account needs to be set up prior to receiving award notification, use NEW ACCOUNT section

Required for both types of At-Risk Spending - *box outlined in RED*
    a. Dropdown menu:
        i. Who is agreeing to the at-risk spending?
    b. Amount to spend up to
        i. This is NOT monitored by OSP- dept/college must monitor on own
    c. KFS expiration date = spending allowed up to date
        i. This is determined by the department, based on their risk assessment of the need for an advance start or continuation spending
        ii. It must be a specific date (i.e., do NOT enter 'until award arrives')
    d. Department account for expenses to be moved to in the event the award falls through or expenditures are disallowed
        i. Signature of person responsible for the account number provided
    e. Cost-share acknowledgement dropdown

Approvals: All are required
1. Principal Investigator (PI)
2. Department representative (department chair or authorized dept business officer)
3. College representative (RAD, dean, or authorized college-level business officer)

Send the completed and signed form to the OSP Senior Research Administrator for your department.
    ➢ Also provide documentation from the sponsor of funding status or intent, as available/applicable