

**UNIVERSITY OF NEW MEXICO
MAIN/BRANCH CAMPUSES
REQUEST FOR APPROVAL TO SPEND FUNDS**

Send to Sponsored Project Services, MSC01 1247, Business Center Room 2200

1. Principal Investigator _____ 2. SPAS # _____
3. Department _____ PI's Org Code _____ (will be tied to Index in Banner set up)
4. Funding Agency _____ 5. Project Title _____
6. Anticipated Award will be a Grant to UNM Cost-Reimbursement (Sub) Contract
 Fixed-Price (Sub) Contract Fee for Service
7. Anticipated Award will be a New Competing Renewal Non Competing Continuation Supplement
Type: Research Public Service Instruction
8. If this request pertains to a currently active project, indicate the agency award number _____
Indicate the current **UNM index number** _____ Indicate the Over Expenditure Index _____
9. The anticipated award is to begin _____ and end _____. Total funds anticipated \$ _____
10. Approval is requested to spend \$ _____ during the period beginning _____ and ending _____.
11. Person(s) to contact for questions concerning this request _____ Email: _____
Phone: _____ (This person will also receive an e-mail of index number)
12. PI's Description of request and justification. Include discussion on level of certainty of award.

Processing Steps:

1. Principal Investigator (PI) is to initiate this form when a specified amount of money during a specified period is requested prior to the receipt of a fully executed award. The proposal must be in progress and submitted to Sponsored Project Services (SPS). The following criteria must be met.
 - a. A firm commitment exists by a funding agency to fund an award.
 - b. There is a justifiable need to an advance commitment of funds.
2. PI will submit this form to Department Chairperson for signature.
3. If the proposal is a non-competing grant or a recurring contract **AND** the Department Chairperson has agreed to provide funding in the event the award is not received or does not coincide with the anticipated performance period, the Dean's signature is **NOT REQUIRED**. Submit to SPS for processing after Department Chairperson's signature.
4. If the proposal is New, Competing, or a New Supplement **OR** the Department Chairperson will not agree to provide funding in the event the award is not received or does not coincide with the anticipated performance period, this form must be signed by the Dean. Submit to SPS for processing after Dean's signature.
5. SPS will review the Request for Approval to Spend Funds form and will approve or e-mail the contact person (item #11) listed above for additional information or clarification.
6. When the Request for Approval to Spend Funds form has been approved by SPS, SPS will forward the Request for Approval to Spend Funds form to Contract and Grant Accounting Office to process the request for a Banner index.

REQUIRED: PI Must Sign this Box Only.
This request has been prepared in accordance with policy dated March 5, 1990. An urgent need exists to expend funds prior to receipt of a fully executed award.

Principal Investigator _____ Date _____

IF SIGNATURE REQUIRED Dean Must Sign this Box Only.

The Department Chair has agreed to provide funding for this project in the event that the award is not received or does not coincide with the anticipated performance period. I concur with this action.

The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request I concur with the Department Chair's recommendation and will provide such funding if required.

Dean _____ Date _____

REQUIRED: Dept Chair Must Sign this Box Only.

In the event that the award described above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request.

I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean.

Department Chair or Director _____ Date _____

Sponsored Project Services Confirmation of all approvals:

Sponsored Project Services