



<b>SUBJECT:</b> Funding in Anticipation of Award Policy	<b>Effective Date:</b> 6/05/2024	<b>Policy Number:</b> 10.2.6				
	<b>Supersedes:</b> 6/5/2017, 9/12/12, 2/23/11	<table border="1"> <tr> <td><b>Page</b></td> <td><b>Of</b></td> </tr> <tr> <td>1</td> <td>3</td> </tr> </table>	<b>Page</b>	<b>Of</b>	1	3
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<b>Responsible Authorities:</b> Vice President for Research Associate Vice President for Research, Office of Sponsored Programs						

**I. Background**

Florida Atlantic University is required by regulation 2 CFR, Part 215 to consistently and uniformly administer sponsored projects.

**II. Purpose**

Project accounts are established for all federal and non-federal sponsored programs. The purpose of this policy is to establish uniform procedures for both Federal and Non-Federal intended projects, in order to provide guidance in establishing project accounts and budget authority based upon evidence of intent to fund a project received from the sponsor.

**III. General Statement**

The Office of Sponsored Programs is available to answer questions and provide assistance regarding the requirements of the Funding in Anticipation of Award Policy.

**IV. Policy**

At times, the Principal Investigator (PI) may need a sponsored project account and the associated budget authority established in Workday prior to FAU receiving the official award notification or executed contract from the sponsoring agency.

To request a sponsored project account prior to award receipt or execution, the PI should complete and submit the *Funding In Anticipation of Award* form to the Award Administrator in the Office of Sponsored Programs.

When completing the form, please be aware of the following:

- a. The form must be completed in its entirety.

- b. Evidence of the sponsor's intent to award the project and the reason for the funding delay is required to be included with the form. Evidence may be an email from the sponsor's official.
- c. The anticipated amount of funding should be no more than 25% of the budget period award amount. If the request is higher than 25%, a justification must be included detailing the reasons for the higher amount requested.
- d. Funding in anticipation accounts will be authorized for up to three (3) months. For accounts requiring more than three (3) months, a justification must be included detailing the reasons for the extended time frame.
- e. An account number, as collateral in case the new project is not funded, or the start date is later than anticipated, is required. **The account used as collateral must be an E&G or research overhead account and not a sponsored account.**
- f. Signatures from the PI, Department Chair and College Dean or representative are required.

**2. Approval**

Approval of the request for a project account is subject to review of the information provided.

Establishment of a sponsored project account by the Research Accounting office is subject to the approval of the request referred to above. The account will be set up in Workday as if the project were funded, but can only be approved for a period not to exceed three months, unless approved for a longer period by the College Dean or his/her designee and the Associate Vice President for Research in the Office of Sponsored Programs.

**3. Award Notification Received**

Upon receipt of the official award document or contract, the Office of Sponsored Programs will review the award document and submit a Continuation Post-Award Worksheet to Research Accounting for any remaining funds awarded for the budget period.

**4. Award Notification "NOT" Received**

If the project is not awarded or the contract is not executed, then any expenditures incurred will be transferred to the collateral account provided in the Funding in Anticipation of Award form.

**5. Start Date Differs from Originally Anticipated**

If the start date of the project differs from what was established in Workday and prevents expenditures from being charged to the sponsored account, these expenditures will be transferred to the collateral account.

**V. Definitions**

- Evidence of Intent     A document from the sponsor outlining the intent to fund a proposal or an agreement between FAU and the sponsor before the agreement is finalized.
- 2 CFR, Part 215     Standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals, and other non-profit organizations.
- Project Account     An account was established to record the revenues, expenditures and encumbrances.

**VI. Accountability**

The Principal Investigator is responsible for completing and submitting the Funding In Anticipation of Award request form to initiate a sponsored project account. This request must include all of the required information and signatures. The Principal Investigator, Department Chair and College Dean are responsible and accountable for compliance with the criteria that is required by this policy.

The Office of Sponsored Programs is responsible for reviewing and approving all anticipation funding requests based upon the criteria set forth in the Funding in Anticipation of Award Policy.

The Funding in Anticipation of Award Policy will be reviewed annually and updated as necessary.

**POLICY APPROVAL**

Initiating Authority

Signature: *Gregg Fields*  
Name: Gregg Fields, Vice President for Research

Date: 06/24/2024