[For PI on a new, competing and non-competing federal or non-federal grant/subaward for which a notice of award/subaward agreement has been received, but with a later than anticipated start date (e.g. start date of NOA is 9/15/09, but anticipated start date was 9/1/09). A request for allowable Pre-Award Costs can only be requested for a maximum of 90 as long as the grant is under expanded authorities and the award has been released to Research Accounting for processing.]

[Text in square brackets is information for you.]

**{Text in curly brackets represents information you must fill in.}**

Amy A. Lane

Assistant Director, Office of Sponsored Research Administration

1300 York Avenue, Box 89

New York, NY 10065

Re: Request for Pre-Award Costs for Grant {number}

 PI Name: Dr. {**first and last name}**

Dear Mrs. Lane,

I would like to request your approval to obtain pre-award costs for the above referenced grant from to {**date for pre-award costs**} [*no more than 90 days before the start date of the award*]. This request is being made since the above referenced grant was funded as of {**start date of grant**}.

{**Reason for request**} [*Why is it important to obtain the pre-award costs prior to the start date in the notice of award? For example, in anticipation of the award the investigator began allocating effort to this award and their salary was being funded using departmental funds. Expenses such as materials, supplies were bought in order to commence research*.]

The department will be responsible for any debt incurred should the expenses attributed to the grant are deemed unallowable at post-award processing. [*Optional additional sentence]* In the event that this occurs, Account # {***number***} should be charged.

If you have any questions regarding this request, please do not hesitate to contact me.

Sincerely,

**{PI’s signature}**

**{PI’s name, title, Division and/or Department}**

**{Division Chief’s signature}**

**{Division Chief’s name, title (if applicable)}**

**{Department Chair’s signature}**

**{Department Chair’s name, title}**

Approved by:

Amy A. Lane

Assistant Director, Office of Sponsored Research Administration

Weill Cornell Medical College