SYRACUSE UNIVERSITY

TO: Office of Sponsored Programs

DATE: February 10, 2011

FROM:

SUBJECT: Request for Forward Funding Chart String (FFCS)

Based on:

Preliminary conversations with the program manager as documented in attached email, or

Unofficial email notification from program manager, which is attached, or

Other information (please specify and attach available documentation:     ),

I anticipate that the project below will be awarded and request a sponsored FFCS to facilitate the performance of the project.

|  |  |
| --- | --- |
| Principal Investigator/Project Director |  |
| Sponsor: |  |
| Project Title: |  |
| Award information: | New Award  or |
|  | Continuing Award  - SU Project No. |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested Start & End Dates for FFCS: | | From  To | |
| Total amount**[[1]](#footnote-1)** to make available for Forward Funded expenditures: | | |  |
| Department Chart String |  | | |
| School/College Chart String |  | | |

**NOTE: If funding is not received, if the sponsor disallows some or all expenditures, or if the forward funding start date precedes the contract’s[[2]](#footnote-2) start date, the department’s and/or dean’s non-sponsored chart string provided will be charged for these expenditures. The Dean confirms that sufficient funds will be maintained in the chart-string provided to fund these expenditures.**

By their signatures, the chair and dean authorize forward funding expenditures and acknowledge that the chart string(s) provided will be used in circumstances described in the above **NOTE**. The principal investigator, chair, and dean also certify that **no one,** including graduate or undergraduate student(s) or technical staff, will perform any work on the project until all required University employment documents are completed and processed.

|  |  |  |
| --- | --- | --- |
| ⮚ |  | ⮚ |
| Principal Investigator Signature/Date |  | Department Chair Signature/Date |
| PI Typed: |  | Chair Typed: |
|  |  |  |
| ⮚ |  | ⮚ |
| Dean Signature/Date |  | OSP Approval and Date: |
| Dean Typed: |  | FF CS: |
|  |  | FF ≥ $100K: Provost ok ; CFO ok: , emails attached |
|  |  |  |

1. FF budget categories will be created based on the proportion of the FF amount to the original budget request unless otherwise explicitly presented to OSP. NOTE: Requests of $100,000 or greater will require approval by the Provost and the Chief Financial Officer. [↑](#footnote-ref-1)
2. Grants or cooperative agreements often allow “pre-award expenditures” to accomplish project-specific needs; contracts do not offer this flexibility. [↑](#footnote-ref-2)