

THE PENN STATE UNIVERSITY
OFFICE OF SPONSORED PROGRAMS

Pre-Award Cost Authorization (PCA)

DATE: _____

Investigator/Project Correspondent

Grant/Proposal/Fund

Project Title

PRE-AWARD COSTS

Anticipated Start Date: _____ Pre-award Cost Authorization Date: _____

An advance fund number is being requested for the subject grant/proposal. Preliminary information reveals that an award for the subject grant/proposal is anticipated within 90 days. Pre-award cost authorization is necessary for the effective and economical conduct of the project; the costs concerned are allowable under the potential award, and when required for specific expenditures or activities, agency prior approval will be obtained before incurring such costs.

APPROVALS

Investigator _____ Date _____

Department Head (If required by College) _____ Date _____

College/Unit _____ Date _____

INSTRUCTIONS

This form may be used to authorize pre-award costs. The process is applicable to all research grants and cooperative agreements from the following agencies, unless the special terms and conditions for the particular award require otherwise:

- NSF - National Science Foundation
- Army - U.S. Department of the Army
- DOE - U.S. Department of Energy
- EPA - U.S. Environmental Protection Agency
- NASA - National Aeronautics and Space Administration
- NIH - National Institutes of Health
- USDA - U.S. Department of Agriculture (award period CANNOT exceed five years under Public Law)
- USDE - U.S. Department of Education (award period CANNOT exceed five years under Public Law)

Please be sure to review the terms and conditions of a particular award before submitting a notification form to ensure that this procedure is applicable to the award.

All agencies implement this authorization under the Research Terms and Conditions:

Research Terms and Conditions

25(c) The recipient is authorized to ... (1) Incur pre-award costs 90 calendar days prior to award (or more than 90 days with the prior approval of the Federal awarding agency). Pre-award expenditures prior to funding of an increment within a multiple-year project, including any optional years, are not subject to this limitation or approval requirement. All costs are incurred at the recipient's risk (i.e., the Federal awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs).

Please complete the information requested, obtain the appropriate signatures, and forward the form to your College/Unit Research Office. Completed forms must be sent to the Office of Sponsored Programs, 110 Tech. Center Building.