

Provisional Fund Request (PFR)

1. Type of Request:
Establish: Create a NEW Index/FOAPAL. You must attach the correct signed FES with this request.
Amend: Adjust established PFR FOAPAL
2. Proposal #:
Unique log number assigned by SPA to record receipt of proposal
3. Proposed Start Date:
Expected date that agency will award the project
4. Are there Pre-Award Costs?:
Yes: If needed and agency allows
No: If you don't need and/or agency does not allow
5. Pre-Award Effective Date:
Earliest date that agency will allow expenditures to be incurred and work to begin. Complete only if Pre-Award costs are requested.
6. Description of/Reason for Request:
Provide additional information to SPA regarding action request
7. Prior FOAPAL String:
Fill in Banner codes **only** when requesting a tentative establishment of an Index/FOAPAL on a project. These codes were assigned to the project for the previous funding period.
8. Current Index/FOAPAL String:
Banner codes established by SPA, which are unique to this funded project to record all financial activity (amend only)
9. Principal Investigator:
Provide name of primary investigator for project
10. Agency/Sponsor:
Entity responsible for funding the project
11. Title:
Project title as submitted to the sponsoring agency, or title as it has been amended by sponsoring agency
12. 4 Month Limitation on Expenditures by Category:
New or Original Request:
4 months of proposed budget (may increase if Pre-Award costs requested)

Modifications to original or previous request (can only be for an additional 4 months):
The dollar changes now requested to amend a provisional fund

Cumulative Amount:
This column should reflect line item totals after modifications
13. Principal Investigator Signature:
Signed approval by Principal Investigator or his/her designee for request action
14. Authorized Dept/College Representative Signature:
Signed approval by authorized Department/College representative