

WHAT IS AN E-ACCOUNT, OR PRE-AWARD ACCOUNT?

Prior to receiving an award, the Principal Investigator (PI) and Department Chair or Center Director may request an account be established so project work may commence. This type of account is referred to as an E-Account or Pre-Award Account.

To request an E-Account, the PI completes and routes a Request for Revision/Action Form with a statement of responsibility for the costs incurred in the event the award is not funded. The request must include the dollar amount the Chair/Director is authorizing for the account budget. The Pre-Award Costs box on the form is checked, and both the PI and the Chair/Director must sign the form. OSPA may accept an email or memo from the Chair/Director in lieu of the Request for Revision/Action Form, as long as the statement of responsibility and approved dollar amount are explicitly stated in the email or memo. Note: E-accounts cannot be established for industry-sponsored clinical trials prior to receipt of a fully executed contract since these types of projects often require an indemnity agreement from the sponsor.

As with all grant accounts, the PI must route an Internal Approval Form (IAF) and all personnel working on the project who are responsible for the design, reporting or conduct of the research must complete both a Conflict of Interest Disclosure and Conflict of Interest training prior to creating the account.

The account is set up in "Established, Award Pending" status. If the sponsor decides not to fund this project, the department will be responsible for all expenditures incurred on this account. If the start date on the award is later than the budget start date on this PADR, the department will be responsible for all expenditures incurred prior to the award start date if not reimbursed by the sponsor. If the financial terms in the award do not agree with what has been created in SAP, the department will be responsible for transferring all expenses to a new account number if required.

UKRF may close the E-account if the award is not received in a reasonable time frame (normally within 90 days) and/or if the expenses are significant enough to cause institutional cash flow issues.