

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/IRP _____ 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, except for the U.S. Department of Education, implement this authorization under the Federal Demonstration Partnership (actual FDP terms and conditions listed below for your information).

Federal Demonstration Partnership General Terms and Conditions

13. Pre-award Costs

Recipients may incur pre-award costs 90 calendar days prior to award or more than 90 calendar days with the prior approval of the Federal awarding agency. All pre-award 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/IRP Research Office.

**Completed forms must be sent to the
Office of Sponsored Programs, 110 Technology Center.**

Explanation of Pre-Award Costs:

Occasionally there is a need to incur costs prior to the awards start date. A pre-award authorization can be acquired prior to award acceptance when there is solid evidence of a commitment from the sponsor.

The PCA or PEN form **cannot** be used for CONTRACT AWARDS. WRITTEN AGENCY APPROVAL is required for all CONTRACT modifications or non-federal funding. **All Requests Must be Processed Through the Associate Dean's Research Office in 201 Henderson Building.**