

Guaranteed Funding:

Mechanism to establish an award and associated chartstring(s) in PeopleSoft prior to award finalized.

To be used when a PI receives notification from sponsor that a proposal will be funded, and a department chairperson agrees to accept the risk of covering expenses associated with the project if the award does not materialize.

Work must not commence on a sponsored project until chartstrings are setup in PeopleSoft, either through guaranteed funding or the receipt of the award document. No salary expenses on suspense accounts, encumbrances are ok.

- Guaranteed Funding Requests are routed through the Office of Sponsored Programs Pre-Award Services (PAS)
 - Request must include the following:
 - Confirmation from the sponsor of the award and anticipated start date.
Confirmation does not have to be in writing, depending on past experience with the sponsor. However, it is better to have something in writing.
 - Signed routing form
 - Proposal
 - Budget
 - Appropriate protocol approval dates; if applicable
 - Memo of intention to guarantee the award; signed by the PI and department chair.
If the department is going to rely on the Dean's Office to backstop the guarantee, then these should also be signed by the Dean's Office.