

UNIVERSITY OF NEW MEXICO  
HEALTH SCIENCES CENTER  
REQUEST TO SPEND FUNDS – **MULTI YEAR**  
Send to Financial Services, MSC09 5220, HSSB Room 102

1. Principal Investigator \_\_\_\_\_ 2. Pre-Award Proposal# **HSC-** \_\_\_\_\_ (5 digits)

3. Department \_\_\_\_\_ PI's Org Code \_\_\_\_\_ (will be tied to Index in Banner set up)

4. Funding Agency \_\_\_\_\_ 5. Project Title \_\_\_\_\_

6. Anticipated Award will be a:  New  Competing Renewal  Non Competing Continuation  Supplement  No-Cost Extension  
(agency award number \_\_\_\_\_, and current UNM index number \_\_\_\_\_)  
Type:  Grant to UNM  Cost-Reimbursement (Sub) Contract  Fixed-Price Contract  Fee for Service

7. Anticipated Award will be what type:  Research CTA Phase I & II  Public Service CTA Phase III & IV  Instruction

8. Will all Future Budget Periods and dollar amounts be shown in the Award?  Yes  No  
Budget Dates Dollar Amounts { Fund # (Post-Award to Complete) Index # }

Budget Dates	Dollar Amounts	Fund #	Index #
-	\$ _____	_____	_____
-	\$ _____	_____	_____
-	\$ _____	_____	_____
-	\$ _____	_____	_____
-	\$ _____	_____	_____
<b>TOTAL</b>	<b>\$ _____</b>		

9. Approval is requested to spend as shown above for the amounts and dates stated shown above.

10. Person(s) to contact for questions concerning this request \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ (This person will also receive e-mail of index numbers)

11. PI's Description of request and justification. Include discussion on level of certainty of award for years shown.

PreAward Signature \_\_\_\_\_ OR  See Attached Email from PreAward

**Instructions/Processing on page 2**

**REQUIRED: PI Must Sign this Box Only.**  
I agree to be responsible for the management of these Funds & Indexes for all future years. I understand that after the 1st year, indexes will not be available until 30 days prior to the budget start date.

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

**IF SIGNATURE REQUIRED (if new RTSF) Dean Must Sign this Box Only.**  
 The Department Chair has agreed to provide funding for this project in the event that the award is not received or does not coincide with the anticipated performance period. I concur with this action.  
 The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request I concur with the Department Chair's recommendation and will provide such funding if required.

Dean \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED: Dept Chair Must Sign this Box Only.**  
 In the event that the multi-year award described above is not received, or does not coincide with any period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request.  
 I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean.

Department Chair or Director \_\_\_\_\_ Date \_\_\_\_\_

**Post Award Confirmation of all approvals:**  
Assigned Grant/Fund/Index Numbers \_\_\_\_\_

Approved by Fiscal Monitor. Initial \_\_\_\_\_ Date \_\_\_\_\_  
 Grant/Fund Set up. Index Requested. Initial \_\_\_\_\_ Date \_\_\_\_\_  
 Email of Index to PI & Contact(s) in #11. Initial \_\_\_\_\_ Date \_\_\_\_\_  
 Return to PreAward to file with Proposal until Award. Initial \_\_\_\_\_ Date \_\_\_\_\_

## Processing Steps:

- A. There must be a proposal on record in PreAward for at **least the first year** of the multiyear award. (A minimum of a signed Proposal Data Sheet [PDS], and if applicable Conflict of Interest forms on file.)
- B. PI or Department Staff is to initiate the Request to Spend Funds (RTSF) form at least one month prior to need when shell indices are necessary and a grant or contract will be awarded for more than one year. For example: an NIH Grant will show the amounts and dates for the entire cycle in the NGA.
- C. PI or Department Staff is to obtain the signature or email verification from PreAward that the proposal has been filed. PreAward will verify questions 2, 4, 6, & 7 against the beginning cycle of the proposal and sign or email a reply. Allow up to 2 business days for a reply unless other arrangements have been made.
- D. PI will submit to Department Chair for Signature, with PreAward signature or attached email from PreAward.
- E. If the Dept Chair will **NOT agree** to provide funding in the event the anticipated funding is not received **OR** the project is **NEW or Re-Competing**; this form must be signed by the Dean or designee. Submit to HSC Financial Services (Post Award) for processing after Dean's signature.
- F. If neither the Chair nor Dean is willing to cover expenses, HSC Financial Services cannot process this request.
- G. If the PI desires the project to be separated out by "Projects" with different indexes for each, please attach a sheet with each project's Fund Manager (Co-PI), co-PIs Banner Org Code, and Project Name.
- H. The Post Award Fiscal Monitor will verify all above steps and set up a shell Grant & Fund(s) for all years, and request the Indexes, or if reporting requirements allow, one Fund & one Index number for all years.
- I. Post award will email PI and contact person in #11 that approval is granted after receipt of index number from Finance Systems Management.
- J. Post award will pass this completed (processed) form back to PreAward for placement in the proposal file and scanning of this document for "Attachment" in the Info Ed database for future year proposal reference. PreAward will print out a copy of the RTSF and place at Tab 1 of the Award file as each future year is awarded and passed to Post Award.
- K. Post Award will check shell indexes 6 months after the expected start date to ensure a budget has been entered and the award has been processed. If a budget has not been entered, Post Award will check with PreAward to insure the award is immediate.
- L. If at 6 months, an award is not immediate, Post Award will notify the Dept Chair, PI, Dept Administrator or Accountant to alert them to the fact that expenses are posting on an open index, and an Award of funding is not in sight.