

**Principal Investigator:** \_\_\_\_\_ **Org Code:** \_\_\_\_\_**Business Center Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_**Cayuse Proposal #:** \_\_\_\_\_ **Funding Agency:** \_\_\_\_\_**Title of Project:** \_\_\_\_\_

I request the approval for the following:

Pending Index in the amount of \$ \_\_\_\_\_ **(please attach budget)**

Expected start date of the award is \_\_\_\_\_

**A complete explanation of the above request is given below:**

- NOTES:**
1. A pending index will be established within 10 business days of receipt of signed request.
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2. Please notify your Business Center of this request

\_\_\_\_\_  
Principal Investigator - Signature\_\_\_\_\_  
Signature\_\_\_\_\_  
Budget Authority (i.e. Dean, Director, Dept. Head, Chair)  
Printed**Mailing and Contact Information:**Oregon State University  
Office for Sponsored Research and Award Administration  
312 Kerr Administration Building  
Corvallis, OR 97331  
Telephone: 541-737-4933 FAX: 541-737-3093  
osraa@oregonstate.edu

## **OSRAA Form to Request a Pending Index**

A pending index allows any costs incurred in the start-up phase of the project to be correctly allocated, and eliminates the need for any cost transfers upon receipt of the actual award. The dean and/or department head/chair are required to sign the OSRAA form, as is the principal investigator. The OSRAA form authorizes the setup of a pending index, whereby the department agrees to guarantee any costs incurred prior to receipt of the award. In the event the award is not received, any costs incurred on the pending index are charged back to the department.

A pending index can be requested for the following:

- Awards which have **passed the start date**, but for which the award document has not yet been received.
- Pre-award costs, which are expenditure of funds up to 90 days prior to the expected start date of a new award. Please contact your OSRAA grant accountant to determine if agency approval is required for pre-award spending.

**NOTE:** The Office for Sponsored Research and Award Administration processes awards on a first-in first-out basis. Pending Indexes, new indexes, and amendments will be processed within 10 working days of receipt in OSRAA. However, if additional information is needed to process the award, the 10 business day policy does not apply.