

Principal Investigator: \_\_\_\_\_ Org Code: \_\_\_\_\_

Business Center Contact: \_\_\_\_\_ Email/Phone#: \_\_\_\_\_

Funding Agency: \_\_\_\_\_ Cayuse Proposal #: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Pending Indexes are typically setup for a portion of the overall award total. Please provide the amount for the pending index and an itemized budget for that amount.

Pending Index in the amount of \$ \_\_\_\_\_ (Please include an itemized budget)

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

**Please provide any relevant details such as the status of the award or urgent project requirements:**\_\_\_\_\_  
Principal Investigator – **Signature**\_\_\_\_\_  
Budget Authority (i.e. Dean, Director, Dept. Head, Chair)  
**Name Printed**\_\_\_\_\_  
Budget Authority (i.e. Dean, Director, Dept. Head, Chair)  
**Signature**

**Please email (1) completed form and (2) the budget for the pending index amount to OSRAA at [sponsored.programs@oregonstate.edu](mailto:sponsored.programs@oregonstate.edu) and copy your business center**

## **Pending Index Form Instructions**

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A pending index allows any costs incurred in the start-up phase of the project to be correctly allocated and eliminates the need for cost transfers upon receipt of the award. The dean or department head/chair is required to sign this form as the Budget Authority. **This 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, or the start date is different than anticipated, any costs incurred on the pending index will be charged back to the department.**

Examples of when a pending index can be useful:

- Awards which have **passed the start date**, but the award document has not yet been received.
- When pre-award costs are allowed up to 90 days prior to the expected start date of a new award. Please contact your OSRAA representative 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 awards, and amendments will be processed in the order they are received. We aim to prioritize setup actions to best achieve project needs.**