

Authorization for New Account or Extension Form Instructions

The *Authorization for Account or Extension Form* should be used when:

A Principal Investigator would like a new account established prior to the receipt of the contract/award from a sponsor (excludes industry sponsored clinical trials)¹.

OR

A Principal Investigator would like to extend the project period end date for an existing account prior to the receipt of an amendment to extend the end date.

1. Complete the **Project Information** section.
2. Check either the **New Account** or **Extend Account** box and complete the applicable section.
 - New Account Section:
 - Project Primarily Involves, please select the category most applicable from the pull down box
 - Extend Account Section:
 - List project/task/award number **for each account** to be extended
3. Have department chair sign and date the **Authorization**. It is important that the department chair understands that in signing the form, he/she accepts full responsibility for any deficit that occurs should the award not materialize or the requested extension is not authorized by the Sponsor.

The department chair should feel free to consult with the staff of Sponsored Projects Administration (SPA) for guidance on the status of any sponsored project prior to signing the Account Authorization Form.

¹**Industry Sponsored Clinical Trials:** Setting up an account prior to receipt of the contract for an industry sponsored clinical trial would be inconsistent with University policy. Policy requires that IRB approval and a fully executed contract be obtained prior to starting such research. SPA automatically sets up accounts when they receive both so this form is not applicable. Please contact your SPA administrator if you have questions about the status an account setup.