

### **Pre-Award Spending Checklist**

1. Is there a letter/e-mail from the sponsor and/or lead institution indicating that the money is coming?
  - If no, has a [Pre-Award Spending/Advance Approval \(PASAA\) Form](#) been provided?
2. How much time is requested for the pre-spend period? Less time is less risky (ie 1 quarter).
3. Is it past the start date/expected date to receive the funds?
  - If yes, how far past? (the farther past, the riskier)
4. If mid-project, are there funds remaining from the previous increment? Typically grants have carry forward authority, so it is less risky to continue spending if funds remain.