

Office of Research and Sponsored Programs Award/Prize Distribution Form

INSTRUCTIONS: Please ensure advance approvals for Awards/Prizes have been obtained. You may use the "Award/Prize Summary & Pre-Approval Form". If value exceeds \$50 per recipient, ORSP approval is needed in advance. If needed, you may use this Award/Prize distribution form (recipient signatures may be obtained via AdobeSign). Attach documents to a hospitality form to be completed and submitted with payment requests or with PCard reports. Please reference the campus hospitality policy: https://csueastbay.policystat.com/policy/10358303/latest/#autoid-aqq7g

*NOTE: Do NOT use this for cash equivalent research incentive payments. Please follow the guidance for research incentive

payments here: https://www.csueastbay.edu/orsp/files/docs/policy/orsp-research-incentives-guidance.pdf **Principal Investigator's Name: Project Name:** Description/Purpose of Award/Prize: **DATE RECIPIENT NAME VALUE SIGNATURE**

TD 1	
Latali	
TOTAL:	