CAL STATE EAST BAY

Office of Research and Sponsored Programs
Award/Prize Summary & Pre-Approval Form

INSTRUCTIONS:
1. You may use this **Award/Prize Summary & Approval Form** to obtain **advance approval**.
Note: grant-related (W-funds) awards/prizes greater than $50.00 must be approved by ORSP in advance.
2. Secure any needed documentation (feel free to use **Award/Prize Distribution Form,** if needed)
3. Attach documents to a **Hospitality Form** to complete and submit 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:	
Brief Project Description:	
Award/Prize Description & Business Purpose:	
Number of Awards/Prizes & Value of Each	
Eligibility Description:	

PI Approval: _____   ORSP Approval: _____

(ORSP to approve in advance if award/prize over $50 each)

Chartfield String for associated charges: _____

If applicable, is an approved IRB protocol on file for these awards/prizes? ____ Yes __

IRB No. (if applicable): _____