

INSTRUCTIONS:

1. You may use this **Award/Prize Summary & Approval Form** to obtain **advance approval**.
Note: if value is expected to **exceed \$50** per recipient, **Divisional VP (or President) is needed 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://www.csueastbay.edu/accounting-fiscal/files/docs/ap/hospitality-policy.pdf>

*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: _____

VP Approval (or President's Approval if needed) - 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): _____