

# FORM: Expedited Award Processing Request

November 2024

**INSTRUCTIONS:** Awards are processed by the Office of Sponsored Projects (OSP) in the order they are received, or by project start date during periods of high volume. If your award needs to be processed as soon as possible, please complete this form to request expedited processing of the award from OSP. \*\*Please note that awards requiring Office of Research Integrity (ORI) approval (IACUC, IBC, IRB, Export Control and Security) or a revised budget are not eligible for expedited processing to ensure compliance with the necessary regulatory requirements.

This form must be submitted through [this Google Form](#) and a fully executed copy of the award notice must be uploaded.

By signing below, the Principal Investigator and the Associate Director of Research of the college have certified that this award requires expedited processing. Both signatures are required.

## Required Information:

Date: \_\_\_\_\_

PI Name: \_\_\_\_\_

College/Department: \_\_\_\_\_

Contact Name/Email/Phone Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

InfoEd Record Number AND PeopleSoft Award ID Number: \_\_\_\_\_

Reason for Expedited Award Processing Request:

## Required Signatures:

Principal Investigator Signature:		Date	
Associate Dean of Research Signature:		Date	