

Please refer to [Administrative Procedures Manual 45.05](#) for guidelines on requesting early setup of a sponsored project. An early setup grant code and index(es) is/are established for up to 90 days and budgeted at up to 25 percent of the expected first funding increment for direct federal-grants under a Vice President for Research and Economic Development guarantee, or at the amount authorized by the department and college in the early setup request (with a departmental or college guarantee, an early setup request can be greater than the 25%). Extenuating circumstances will be considered. **Any required compliance (e.g., IACUC, IRB, IBC, FCOI) protocols or approvals must be in place before an early setup will be established.** Submit this form to [postaward@uidaho.edu](mailto:postaward@uidaho.edu) after completion.

*Attach the funding breakdown page for each index to provide a breakdown of funds for each. If you only need one index and want 25% of each category, no breakdown is needed.*

Principal Investigator name			
Department ORG # for setup of grant code and primary index:			Multiple indexes <input type="checkbox"/>
Proposal #			
Sponsor name			
Departmental Grant Administrator name			
Starting date from sponsor			
Expected first increment amount			
Does sponsor allow 90-day pre-award spending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, add pre-award starting date requested:
Is this a direct federal funding grant (not from a pass-thru entity and not a contract)?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If no, enter college or department guarantee index #:	If yes, this is eligible for VPRED guarantee up to 25% of the first increment. Do you request VPRED guarantee? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are compliance protocols in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Comments:			

**Approval Signatures.** We understand that only necessary, allowable, and reasonable expenditures will be incurred. If an award is not received within 90 days of the establishment of the early setup, all costs will be transferred to the guarantee index provided (barring extenuating circumstances).

<b>Principal Investigator</b>	<b>Date</b>	
<b>Department/Unit Head *</b>	<b>Date</b>	
<b>Dean/Director *</b>	<b>Date</b>	

Breakdown by UI budget category, per index, for the early setup request. Attach one breakdown per index. Note that subaward and vendor agreement funding are not an eligible early setup expense.

Index- **ORG # for this index if different from primary:**

**Title keyword(s) suggestion (e.g. Integrated Design –PI LAST NAME):**

10 - Salary	
11- Fringe	
12- Irregular Help (Temp Help)	
20- Travel	
30 – Other Expenses (not participant support)	
31- Subawards ( <b>not eligible for early setup funds</b> )	
32 – Participant Support	
40- Capital Equipment over \$5000	
45 – Equipment less than \$5000	
50 - Reserve	
60 – Indirect costs (overhead, F&A)	
70 – Tuition and Fees	
Total for this index:	
Notes (including activity and location if needed):	