

Requesting a Preliminary Project Number for a New Sponsored Award

A PI can request with Chair approval (signature) that a preliminary project number be set up by the Sponsored Program Officer in the PI Portal. This allows for spending on the award, prior to the final sponsored agreement being received from the sponsor.

In the event the anticipated sponsored agreement is not received, or sponsor payment is insufficient to cover expenditures incurred against this OSP project account, any unrecovered or unallowable expenditures will be transferred to department.

Complete the OGC-005 form for and forward to your Sponsored Program Officer if you are interested in having a preliminary project established. [OGC-005 FORM](#)

More Information available at: <https://osp.osu.edu/files/2014/02/ogc005.pdf>