

**RESEARCH COMMUNITY ANNOUNCEMENT**  
**REVISED NEW FUND NUMBER REQUEST**  
**Pre-Award Waiver Instructions**

The New Fund Number Request (NFNR) is completed when segregating funding sources requiring the creation of a new fund in Banner. The form was modified to accommodate the pre-award waiver process. The Business Procedures Manual Section 3.15.15 outlines conditions required to set-up an award on Pre-Award Waiver.

The advantages of requesting the set-up of a Pre-Award Waiver fund allows for the hiring of staff and recording of expenses in the appropriate funding source until the receipt of a fully executed award. Provide all known fields on the NFNR form; however, the minimum required fields contain an asterisk. Fund start and end dates can be modified if the executed award differs from the dates specified on the NFNR form. Funding amounts are not required but an estimate will assist in monitoring.

The form is located on the Administration and Finance forms [page](#). For assistance with the process, contact Sponsored Projects Accounting by email at [spa@nmsu.edu](mailto:spa@nmsu.edu) or by phone at 646-1675.