

## **PRE-AWARD WAIVER BENEFITS**

**SPA encourages departments to initiate set-up of anticipated awards on Pre-Award Waiver, which serves as a benefit to all parties involved with research administration. Requesting a Pre-Award Waiver set-up allows work to begin, hiring of staff and posting of incurred expenditures to the appropriate funding source. By utilizing a waiver index, PI's & Research center personnel do not have to transfer expenses onto a new index when the funds actually arrive, thus avoiding both administrative burden and audit exposure.**

## **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.**

**Departments must 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.**