



# NOTICE TO PROCEED

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WHAT IS A NOTICE TO PROCEED (NTP)?

A NTP is a line of credit established to allow a project to begin prior to receipt of a fully executed award.

If the award fails to materialize the liability for expenses is the responsibility of the department or University, depending upon who is financially backing it.

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## WHY SHOULD I REQUEST A NTP?

- A NTP **must** be requested if a PI wants to begin incurring any costs prior to receipt of an award document
- Eliminates the need for correcting documents as it allows charges that benefit a project to be incurred on that project
- Eliminates questions that may arise due to cost transfers from general funds or other sponsored projects
- Assures proper regulatory approvals are in place prior to the start of the research
- The Financial Conflict of Interest (FCOI) must be completed for all named individuals

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WHEN WOULD SPS AUTHORIZE A UNIVERSITY BACKED NTP?

Before the university will establish a NTP SPS must confirm the following with the ***fiscal office*** of the sponsor:

- The beginning and ending date of the project
- The award amount
- Confirmation of the estimated receipt date of the fully executed agreement

# FISCAL APPROVAL

- Program office approves research proposed
- Fiscal office approves and allocates the funds for the research
- Fiscal office can impact the project period

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WHEN SHOULD A DEPARTMENT BACK A NTP?

Department must back NTP if fiscal information cannot be confirmed and department wishes to allow expenditures.

The department is already backing the research if expenses for a project are being incurred on departmental funds.

Regulatory compliance approvals must be complete prior to establishment of a NTP regardless of the backing.

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## RISKS

- Program office approval vs fiscal office approval
- Regulatory
- Travel
- Project start date
- Preaward costs