Contingency Funds

Contingency Funds may be requested by the Principal Investigator in the event that a sponsor has issued an intent to fund or contractual documentation is currently in negotiation and the project period is set to begin. Early accounts must be approved internally and by the sponsor.

To request a Contingency Fund:

From your Dashboard, click on My Proposals

Click on “Submitted Proposals” tab

*This will show you all proposals that have been submitted for routing and approvals that you are listed as part of the project team – not necessarily what’s been submitted to sponsor.

Click on the Proposal number of the project you want the Contingency Fund for:

When the Proposal Routing Status screen loads, click on the “Contingency Fund” tab.

And click to “Add Contingency Fund Request to Proposal”
A window will appear that asks some questions – be as descriptive as you can, there is no limit on space. Include contact information for the sponsor, assurances from the sponsor that they intend to fund, description of what the Contingency Fund will be used for, how much you will need, when you will need it, etc. ** You can always contact your Proposal Manager with assistance completing this form.

Select “New Account” from the dropdown.

Once the Contingency Fund request is entered, SPA Compliance will be notified as well as your department chair or unit head.
How to Approve / Authorize a Contingency Fund Request

From your dashboard, click on your “Contingency Fund Inbox”:

The authorization request will be listed:

- Clicking on the title will generate the IPF (routing form) of the proposal for review.
- Clicking on “Manage” will generate a link to the “Contingency Fund Request” PDF and an option to Authorize or Reject the request.
Review this form prior to authorizing or rejecting:

Once reviewed, please select your choice and click submit. If authorized, it will be passed along to the next (Director of F&B / Dean’s Office). This approver will repeat these steps.
The PI will be able to view and track the updates to the request via the My proposals inbox>Submitted Proposals tab. There is not an email to indicate once it’s been approved.

At this point, someone from SPA Compliance should contact you with further instructions.