



# Pending Index Request Form

Office of Post Award Administration

Principal Investigator: \_\_\_\_\_ Org Code: \_\_\_\_\_

Business Center Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cayuse Proposal #: \_\_\_\_\_ Funding Agency: \_\_\_\_\_

Title of project: \_\_\_\_\_

I request approval for the following:

Pending Index in the amount of \$ \_\_\_\_\_ **(please attach budget)**

Expected start date of the award is \_\_\_\_\_

**A complete explanation of the above request is given below:**

- NOTES:** 1. A pending index will be established within 10 business days of receipt of signed request.  
2. Please notify your Business Center of this request.

\_\_\_\_\_  
Principal Investigator - Signature \_\_\_\_\_ (signature)

\_\_\_\_\_  
Budget Authority (i.e. Dean, Director, Dept. Head, Chair) \_\_\_\_\_ (printed)

Mailing and Contact Information:  
Oregon State University  
Office of Post Award Administration  
PO Box 1086  
Corvallis, OR 97339-1068  
Telephone: 541-737-4711 FAX: 541-737-2069  
<http://oregonstate.edu/fa/businessaffairs/postawards/opas.php>

## **OPAS Form to Request a Pending Index**

A **pending index** allows any costs incurred in the start-up phase of the project to be correctly allocated, and eliminates the need for any cost transfers upon receipt of the actual award. The dean and/or department head/chair are required to sign the OPAS form, as is the principal investigator. The OPAS form authorizes the setup of a pending index, whereby the department agrees to guarantee any costs incurred prior to receipt of the award. In the event the award is not received, any costs incurred on the pending index are charged back to the department.

A pending index can be requested for the following:

- Awards which have **passed the start date**, but for which the award document has not yet been received.
- Pre-award costs, which are expenditure of funds up to 90 days prior to the **expected start date** of a new award. Please contact your [OPAA grant accountant](#) to determine if agency approval is required for pre-award spending.

**NOTE:** The Office of Post Award Administration processes awards on a first-in first-out basis. Pending indexes, new indexes and amendments will be processed within 10 working days of receipt in OPAA. However, if additional information is needed to process the award, the 10 business day policy does not apply.