



Policy Brief

Last Revised: 8/20/2024

7.41 Provisional Award Number (PAN)

Administering Department: Research Grants & Contracts/Office of Sponsored Programs

Scope:

Summary

This policy is intended to provide guidance when establishing a Provisional Award Number (PAN). Using a PAN is allowable prior to receiving an official award document if certain criteria are met. The PAN allows the PI/PD to spend funds before the sponsor issues a formal award document or the university accepts the award.

Applicability

This policy applies to all PIs/PDs and research administrators responsible for administering sponsored programs at Emory University.

How to Comply with the Policy

PAN requests may be initiated with any of the following proof that funding is imminent:

- Documentation (Letter/Email of intent)
- Emory receives Just-In-Time notification
- OSP is negotiating contract or agreement

Primary circumstances for which an investigator might request a PAN are outlined in the full policy.

The PI/PD requesting a PAN and the appropriate Dean, Chair, or Center/Institute Director or Designee (CBOs, Das, or individuals with fiduciary responsibilities) are required to sign the PAN request acknowledging their approval and responsibility.

Noncompliance with the Policy

A Speedtype issued by RGC based on either an award notice or PAN is required. Expenditures incurred prior to receiving a Speedtype for the award/PAN could be deemed unallowable. If award/contract negotiations have halted, or the sponsor indicates they no longer intend to fund the award, the PAN must be closed immediately. The PI/department would then be responsible for all costs incurred under the PAN using the guaranteed account or other non-sponsored SpeedType.