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.
NOTICE TO PROCEED

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
NOTICE TO PROCEED

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
- Program office approves research proposed

- Fiscal office approves and allocates the funds for the research

- Fiscal office can impact the project period
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.
NOTICE TO PROCEED

RISKS

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