

## **The University of North Carolina at Greensboro Assumption of Risk (AOR) Policy**

This policy defines the general parameters through which the Vice Chancellor for Research and Engagement might assume financial risks associated with sponsored research or projects prior to the receipt of a formal award or fully executed agreement or prior to the receipt of continuation support for multi-year projects; sets forth the necessary administrative review process; and designates who, within the University, authorizes an Assumption of Risk (AOR).

### **Definition**

Externally sponsored programs frequently have start dates that precede the finalization or receipt of formal award documents or agreements. When time is of the essence or when a fund number is required to develop position descriptions and job announcements, the PI can request an AOR. The AOR authorizes the establishment of a restricted funds account from which the PI may make expenditures for 1-3 months.

The AOR can be requested for:

- Preaward expenditures
- New awards
- The period between the end date of a current budget period and receipt of the next increment of funds
- The formal extension of the end date for multi-year projects.

If IRB or IACUC approval is pending, AORs will only be approved for the portion of proposed awards that does not require IRB/IACUC approval.

### **Administrative Review**

AOR requests must be reviewed and approved by the Office of Sponsored Programs (OSP), the Office of Contracts and Grants (C&G), and the Vice Chancellor for Research and Engagement.

### **Procedure**

1. The PI completes an AOR request form and attaches supporting documentation:
  - a. The AOR request form is included in this document.
  - b. The first attachment is an itemized budget for the period requested (1-3 months)
  - c. The second attachment is supporting documents or correspondence (email is fine) to show award is imminent.

2. The PI then submits an AOR request to the Office of Sponsored Programs (preferably via email).
3. The Offices of Sponsored Programs and Contracts and Grants review the request and make recommendations.
4. If the AOR request is recommended by both OSP and C&G, it is returned to OSP to be entered into Ramses.
5. The AOR request is then sent to the Vice Chancellor for Research and Engagement for approval and guarantee.
6. Once ORE has approved the AOR, this is noted in Ramses and the AOR goes to Contracts and Grants so a fund number can be assigned. The PI will be notified when this is done.

Notes:

- If there are questions or issues with the AOR request at any point during this process, the PI will be notified.
- When the award is officially received by UNCG, the AOR will be cleared as a part of the setup process. No further action by the PI is necessary.

*rev 9/16, unit names updated 1/19*

# ASSUMPTION OF RISK REQUEST FORM



Please attach **AOR Budget** and **sponsor confirmation of funding**.

Complete this form and submit to your [Grants Specialist](#) in OSP, or to [research@uncg.edu](mailto:research@uncg.edu).

## Project Information

Ramses Proposal Number: P-\_\_\_\_\_ Current Fund Number, for existing projects: \_\_\_\_\_

Project Title: \_\_\_\_\_

UNCG PI: \_\_\_\_\_ Department: \_\_\_\_\_

PI Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***IRB/IACUC approval or exemption is required prior to fund establishment:***

Are Human/Animal Subjects involved in this project?  Yes  No

IRB/IACUC Application Status?  Exempt  Approved Study Number: \_\_\_\_\_

## Award Information

Anticipated Award will be:  New  Continuing  Renewal  Supplement

Funding Agency: \_\_\_\_\_

Period of Performance: \_\_\_\_\_ To: \_\_\_\_\_ Award Amount: \_\_\_\_\_

## Request to Initiate / Continue Project

AOR Type:  New  Existing Award  Amend or Extend Existing AOR: Existing AOR Period: \_\_\_\_\_

AOR Period of Performance: \_\_\_\_\_ To: \_\_\_\_\_ AOR Amount: \_\_\_\_\_

Describe the request and provide justification. *Please attach sponsor issued documentation confirming pending award and AOR Budget.*

## Certifications and Approvals

<p style="text-align: center;"><b>PI Certification</b></p> <p>I confirm that this request adheres to University policy and a time-sensitive need exists to commit funds prior to funding approval.</p> <p>_____ Principal Investigator Signature <span style="float: right;">Date</span></p>	<p><b>Central Office Only</b></p>
<p style="text-align: center;"><b>Sponsored Programs Certification</b></p> <p>The Office of Sponsored Programs has reviewed the request and  <input type="checkbox"/> <b>recommends</b> <input type="checkbox"/> <b>does not recommend</b>  authorization by the Office of Research and Engagement.</p> <p>_____ Sponsored Programs Signature <span style="float: right;">Date</span></p>	<p>OSP Comments: _____          _____          _____</p> <p>Specialist Initials/date: _____</p>
<p style="text-align: center;"><b>Contracts and Grants Certification</b></p> <p>The Office of Contracts and Grants has reviewed the request and  <input type="checkbox"/> <b>recommends</b> <input type="checkbox"/> <b>does not recommend</b>  authorization by the Office of Research and Engagement.</p> <p>_____ Contracts and Grants Signature <span style="float: right;">Date</span></p>	<p>C&amp;G Comments: _____          _____          _____</p> <p>Specialist Initials/date: _____</p>
<p style="text-align: center;"><b>Office of Research and Engagement Certification</b></p> <p>The Office of Research and Engagement has reviewed the request and  <input type="checkbox"/> <b>approves</b> <input type="checkbox"/> <b>does not approve</b>  The assumption of risk. Approval is granted in the amount of \$ _____  for work to be performed: _____ to _____.</p> <p>_____ Vice Chancellor for Research Signature <span style="float: right;">Date</span></p>	<p>ORE Comments: _____          _____          _____</p>