

AWARD ACTIVATION FORM (AAF)

Tennessee Technological University
Office of Research | Derryberry Hall, Room 155

Proposal No. (Required to process AAF)

Activation No.

Grant Accounting Use

Index No.
Grant No.
Fund:

Match Index(es)
Org:
Prog:

PROJECT INFORMATION		Length of Total Project	
Project Title		Date From: _____	Date To: _____
Project Abstract	Submit a non-technical summary of this project using the Office of Research Abstract Form .	New Index Required? Y <input type="radio"/> N <input type="radio"/>	
Funding Agency		Period this Activation	
Category	Project Type	Date From: _____	Date To: _____
CFDA Number	(for federally funded programs only)		

GRANT PERSONNEL					
PERSONNEL CODES: 001 (PI), 002 (CO-PI), 003 (SUPPORT PERSONNEL), 004 (BOOKKEEPER), 005 (SUBRECIPIENT MONITOR), 007 (SENIOR PERSONNEL)					
NAME	T-Number	Personnel Code	College	Dept.	Center

DIRECT COSTS	AGENCY	DEPARTMENTAL COST SHARING	CENTER COST SHARING	TTU/OTHER COST SHARING	Justification of Cost Sharing Mandatory <input type="radio"/> Voluntary <input type="radio"/>
					Comments <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
1. TOTAL DIRECT COSTS	\$	\$	\$	\$	Reason for Waived IDC <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
2. MODIFIED TOTAL DIRECT COSTS	\$	\$	\$	\$	
3. INDIRECT COST RATE USED	Recovered %	Contributed %	Contributed %	Contributed %	
4. TOTAL INDIRECT COSTS	\$	\$	\$	\$	
5. INDIRECT COST WAIVED	////	////	////	\$	
6. TOTAL PROJECT FUNDS	\$	\$	\$	\$	

Source of Cost-Share | Departmental Information

Attach Budget Revision

(Note: If this is a new project, leave the match FOAPAL blank, and Grant Accounting will complete once an index number has been assigned.)

Source Index No.	Cost Shared Items Such As Computer Time, Benefits, Travel, Etc.	Amount

By listing the percent of effort below, a portion of the employee's salary will be redistributed in Banner HR to reflect what is provided in the table. Space has been provided to include the year below each month for projects that overlap calendar years. If a new or revised PAF will be done on the employee, it is unnecessary to enter the percent effort below. Summer pay is not paid from this form. Please see the policies and procedures (Summary of Summer/Extra Pay Policies and Summer/Extra Pay Instructions) for summer pay posted [online](#). This table is primarily for faculty release time, account code 61231. Should additional Banner HR account codes be needed, please visit the Tennessee Tech Dept. Share drive on your computer and select the "Business-Office-Training" folder (www.tntech.edu/businessoffice/forms.php).

Name (first initial/ last name)	T. No.	Acct. Code	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Source of Release (Index # If available)

REQUEST FOR PRE-ACTIVATION

This section is required only if requesting to pre-activate the project (to activate prior to receiving the fully executed contract).

There may be occasions when the agency allows a pre-activation. In the event that the award does not materialize or pre-award costs are not allowable under the terms and conditions of the award, the requesting department/unit will be responsible for covering all funds expended and any liability issues that arise. Drawing funds from a pre-activated account constitutes acceptance of liability for those costs.

By selecting this box, you confirm that you are authorizing the project to be pre-activated and assuming the conditions above.

Provide the index number that will be used to cover any pre-award costs incurred in the event that an award is not made, or pre-award costs are not allowable under the terms and conditions of the award: 2- _____ (must be an unrestricted index).

APPROVALS

Project PI
Note: By signing, you certify that if you leave the university, all deliverables on the award have been met, including the submission of final project reports and closeout form.

Project PI Chair

Project PI Dean

Center Director, if applicable

Associate VP for Research

Director, Grant Accounting

VP for Planning and Finance