Assumption of Risk Form (AOR)

Background

Occasionally, situations may arise where the University chooses to incur project costs prior to receiving Sponsor authorization. Examples include:

- The need to start work on a project upon written notice from the Sponsor that the grant/contract is projected to be funded at a later date, thus incurring costs prior to receiving official Sponsor approval;
- The need to continue work on a project past the end date prior to receiving Sponsor approval for an extension

When this happens, Grants and Contracts Administration’s (GCA) Post Award Management Unit may issue a Banner Fund number with a specified at-risk amount after receiving an Assumption of Risk Form. All AORs are submitted to GCA Awards Management electronically via NORM, once the College approves the AOR.

Assumption of Risk (AOR) Submission Guidelines

The following items need to accompany the AOR in order for GCA to review/approve the AOR:

- Letter of Intent from the sponsoring agency
- Period of Performance dates (AOR is limited to 90-day period)
- Guarantee fund number (This can be any non-sponsored or non-state fund from the department/college)
- Budget (either in the AOR description or a separate budget attached in NORM / the requested budget cannot exceed $30,000 in direct costs)

The AOR will be rejected if IRB, IACUC, COI, or Biosafety has not been approved.

Note: If an AOR is authorized, the College shall bear the risk in the event that the Sponsor ultimately does not provide authorization for any of the costs incurred. Such costs shall be deducted from the Guarantee Fund provided.

Assumption of Risk (AOR) Approval and Setup Process

Upon receipt of a completed AOR packet, the designated Research Administrator in Grants and Contracts Administration (GCA) will submit the packet for approval by GCA Management. Once approved the following will happen:

- If submitted prior to receipt of the original award, a new fund number will be set up in BANNER. Once complete, the Research Administrator will notify the College Research Office/Department of the fund.
• If submitting between budget periods on an existing award, the Research Administrator will extend the end date of the award and add the additional budget (if applicable).

Once the award is received, the Research Administrator will remove the AOR attribute from the award and update the budget and end date per the award document.