



OFFICE OF THE DIRECTOR

DEPARTMENT OF THE AIR FORCE  
AIR FORCE OFFICE OF SCIENTIFIC RESEARCH (AFOSR)

JUN 6 2012

MEMORANDUM FOR GRANTEES

FROM: AIR FORCE OFFICE OF SCIENTIFIC RESEARCH (AFOSR)  
875 N. Randolph St., Ste 325  
Arlington, VA 22203

SUBJECT: Waiver of Approval to Incur Pre-Award Costs

1. AFOSR truly appreciates everything you do in support of our mission to discover, shape, and champion breakthrough science for the Air Force. AFOSR would like to make the process of performing research as efficient as possible. I have decided to waive the requirement for prior written approval for AFOSR grantees to incur pre-award costs up to 90 calendar days prior to award, as permitted by 2 CFR § 215. This is intended to give Principal Investigators (PIs) maximum flexibility to hire research assistants and perform other preliminary work during the time between the notice to the PI of AFOSR's intent to fund the proposal and finalization of the grant agreement. This should also assist PIs in planning their research so it may be completed within the negotiated period of performance and reducing the need for No Cost Extensions.
2. Once a proposal has been selected for award, AFOSR will certify the availability of funds. The PI and business office will receive an email from AFOSR's Contracting Office stating that the PI is authorized to incur pre-award costs 90 days prior to the negotiated award start date. The PI will not receive notice of selection for award unless AFOSR has already certified availability of funding, but please be aware that federal regulations require all pre-award costs to be incurred at the recipient's risk. In other words, AFOSR would not be obligated to reimburse costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs. AFOSR anticipates that situations in which a recipient would not receive reimbursement would be extremely rare; however, the potential does exist.
3. I hope that the authorization to incur pre-award costs without prior written approval will be a useful tool for PIs. As always, I appreciate all that each of you do and I am especially proud of the valuable contributions you make to the Air Force! If you have any questions, please contact AFOSR's Chief of Research and Development Acquisition Division, Ms. Karen Buck, at (703) 696-9751.

THOMAS P. RUSSELL, SES, Ph.D  
Director