



Office of Research and Sponsored Programs  
Award/Prize Summary & Pre-Approval Form

INSTRUCTIONS:

< R P D X V H this Award/Prize Summary & Approval Form W R E W D L Q advance approval.  
Note: J U D Q W U H O D D W Z D G V I S O G Y H V J U H D W H U W K D Q L Q D B X D W F B H D S S U R Y H G E \ 2  
6 H F X D Q H H G R G X P H Q M I D U H R O W Award/Prize Distribution Form L Q H H G H G  
Attach G R F X R e c o m p a n y F o r m W R F R P S O H W H D Q G V X E P L W Z L W K S D \ P H Q W U H T X H V W V  
Please refer to the campus hospitality policy: K W W S V F V X H D V W E D \ S R O L F \ V W D W F R P S R O L F \

\*NOTE: Do NOT use this for cash equivalent research incentive payments. Please follow the guidance for research incentive  
S D \ P H e r e W w w s : / / w w w . c s u e a s t b a y . e d u / o r s p / f i l e s / d o c s / p o l i c y / r e s e a r c h - i n c e n t i v e s - g u i d a n c e . p d f

Principal Investigator's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Award/Prize Description &  
Business Purpose: \_\_\_\_\_  
\_\_\_\_\_

Number of Awards/Prizes &  
Value of Each \_\_\_\_\_  
\_\_\_\_\_

Eligibility Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PI Approval: \_\_\_\_\_