



**Tri-Agency Retroactive Expenses Approval Form**

The revised Tri-Agency Financial Administration Guide includes a change in policy that allows grant and research allowance recipients to begin spending as of the date of the formal notification of the funding decision (defined as the date on the notice of award). Approval to spend during this retroactive period, between the notification of funding decision and the actual award start date, must be authorized by both the awardee and the department head/unit director, using this Tri-Agency Retroactive Expenses Approval Form.

Principal Investigator (PI): \_\_\_\_\_

Department / Faculty: \_\_\_\_\_

FAS #: \_\_\_\_\_

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

Project title: \_\_\_\_\_  
\_\_\_\_\_

Date of formal funding decision notification: \_\_\_\_\_

Official award start date: \_\_\_\_\_

**PI authorization:**

\_\_\_\_\_  
*signature*

Date: \_\_\_\_\_

**Department Head / Director authorization:**

By signing below, I authorize that retroactive expenses can be incurred on this project as of the date of the formal notification of the funding decision, and acknowledge that the PI/Department will be responsible for any expenditures incurred during the retroactive period should there be a change in funding.

\_\_\_\_\_  
*signature*

Date: \_\_\_\_\_

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

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

*\*Please submit this completed form to the Office of Research Services at [ors@ors.ubc.ca](mailto:ors@ors.ubc.ca)*