

Over-expenditure / over-commitment approval form

FAST account number			
Research account name			
Type of request	Over-commitment ⁽¹⁾ prior to final instalment period in final instalment period	Over-expenditure ⁽²⁾	
Sponsor (source of funding)			
Type of award	Multiple installment funding Renewable funding Has the renewal been approved by the sponsor? If yes, when	Date next installment expected Date renewal expected yes no	
Dates required	Start date	End date	
Amount requested			

Faculty / Research Centre (if RASF was signed by Centre Director)			
Department / School			
Reason for request <i>(attach extra page if needed)</i>			
Plan to resolve over-expenditure or over-commitment <i>(attach extra page if needed)</i>			

Signatures			
<p>The signature of the applicant indicates that the information provided is correct and that the request is essential to the continuance of the research project. The signature of all parties indicate that they have read the Research Funding and Financial Accountability Policy and Procedures and agree to the Financial Responsibility provisions stated in the policy.</p>			
	Name (print)	Signature	Date
Research account holder			
Approving Authority Department/School⁽³⁾			
Approving Authority Dean or Centre Director who signed RASF⁽³⁾			

- ⁽¹⁾ **Over-Commitment** - means the commitment to the future expenditure of funds beyond the amount that will be available in a Research Account at the time of expenditure.
- ⁽²⁾ **Over-Expenditure** means the actual expenditure of funds beyond the amount available in a Research Account.
- ⁽³⁾ **Approving authority** means the individual in addition to the Research account holder who approves expenditures, normally the Department chair, school director, Research centre director or dean