**Frequently Used Forms**

**At the proposal stage**

- Cost Share Authorization form typically submitted at the time of proposal
- Internal budget projection worksheet for one- to five-year projects
- Subaward Detailed Budget Form to send to prospective subrecipients for them to complete, then you may upload to the RAMS SPOT SF424 shell
- NSF Fastlane account form to create a new NSF Fastlane account
- NIH eRA Commons account form to create a new eRA Commons account
- VCUHS Employee Approval Form to participate in sponsored research

**At the new award setup stage**

- Advance Banner Index Request (link coming soon) to Grants and Contracts Accounting

**Throughout the award**

- Budget reallocation request form (link coming soon) for submitting to Grants and Contracts Accounting
- Grant transfer request form for requesting the transfer of an award
- Transfer of Sponsored Research Out of VCU Worksheet to aid in the relinquishment and transfer of active awards
- Internal Subaccount Request form for requesting internal subaccount indexes on a new award or modifying on an ongoing award
- NIH/DHHS Salary Cap Calculator for determining how to apply salary to grant and cost share indexes
- Wire Transfer Form for paying international subawardee invoices

**At the closeout stage**

- G&C Accounting Fixed Price Agreement Closeout form