

Requirement Prior approval Request Letter Sample

UNIVERSITY LETTERHEAD

INSERT DATE

Brenda Barnett
Branch Chief, Capacity Awards
Office of Grants and Financial Management
National Institute of Food and Agriculture
Capacityequipment@nifa.usda.gov

Dear Ms. Barnett:

Pursuant to 2 CFR 200.439, I am writing to request prior approval to acquire equipment under INSERT FAIN and ACCESSION NUMBER. The equipment requested is listed below.

1. Item Name:

Estimate or Actual Cost:

Estimates Useful life (in years):

Description/Purpose (including whether it is allocable across multiple grants and how it aligns to approved plan of work with the specific section and page number in the POW where the relevant information can be found):

Comments:

2. Item Name:

Estimate or Actual Cost:

Estimates Useful life (in years):

Description/Purpose (including whether it is allocable across multiple grants and how it aligns to approved plan of work with the specific section and page number in the POW where the relevant information can be found):

Comments:

3. Item Name:

Estimate or Actual Cost:

Estimates Useful life (in years):

Description/Purpose (including whether it is allocable across multiple grants and how it aligns to approved plan of work with the specific section and page number in the POW where the relevant information can be found):

Comments:

3. Item Name:

Estimate or Actual Cost:

Estimates Useful life (in years):

Description/Purpose (including whether it is allocable across multiple grants and how it aligns to approved plan of work with the specific section and page number in the POW where the relevant information can be found):

Comments:

If you have any questions, please contact INSERT CONTACT NAME, PHONE NUMBER, and EMAIL.

Sincerely,

Authorized Representative Signature

INSERT AUTHORIZED REPRESENTATIVE NAME

INSERT AUTHORIZED REPRESENTATIVE TITLE

Information Category Descriptions for Prior Approval Request ‘

Date: Include the date the request is submitted to NIFA.

FAIN/Award Number: Please insert the FAIN/Award number under which the equipment is being purchased. You must submit different requests or request forms for different grants, therefore there can only be one grant number listed on each request.

Date: Include the date the request is submitted to NIFA. Accession Number: Insert Accession Number

Accession Number: Insert Accession Number

Item Name: Please list the specific name of the item (i.e. John Deere 6M row crop tractor)

Estimated or Actual Cost: Insert the estimated cost based on market research of the actual cost based on submitted quotes, bids or other documentation. This figure may be an estimate. Items costing less than \$5,000 do not need prior approval unless they are part of the per-unit cost of a piece of equipment and are required for the equipment to function.

Estimated useful life: Insert the estimated useful life of the piece of equipment. Under the Uniform Guidance equipment has a useful life of one year or more.

Description/Purpose: Describe the piece of equipment, what it is used for, how it supports the grant goals/benefits, and allocation of costs (if allocated across multiple grants), and how it aligns to the approved Plan of Work, including a Section number/reference/page number. If the cost is allocated across multiple projects, please describe the other project as well and indicate the percentage of costs or amount of equipment cost being charged to this grant. (Example: The row crop tractor is an all-purpose piece of farm equipment with high power density, low weight, and high horsepower rating and is capable of transporting applications. The tractor will be used solely on this grant to support our agricultural extension program farm to assist with crop management. This aligns with Global Food Security - Plant Production Systems and Health planned program area, Strategic Goal 4.2, page 115.

Comments: Use this space to provide any additional information about the request, including any time sensitivity.

Contact Name: Enter the point of contact name with phone number and email NIFA should reach out to in the event of questions.

Authorized Representative Signature: Have the individual authorized to make decisions on behalf of the grant sign the request.

Authorized Representative Name and Title: Include the Printed Name and Title of the authorized representative signing the request.

Submit prior approval requests via email to
capacityequipment@nifa.usda.gov.