



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 X 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 <https://www.csueastbay.edu/orsp/files/docs/policy/research-incentives-guidance.pdf>

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: \_\_\_\_\_