



**Office of Sponsored Programs**  
 4400 University Drive, MSN: 4C6, Fairfax, Virginia 22030  
 Phone: 703-993-4806; Fax: 703-993-2296

## Sponsored Award Pooled Position Number Request Form

OSP will set up any temporary pooled positions types (GR, WG, SW, etc.) included in the original sponsor award budget at the award set-up stage.

- This request form is used to request pooled position numbers on sponsored awards where the pooled position type was not included in the original sponsor award budget. **Note: If sponsor prior approval is required for the pooled position request, please contact your OSP Research Administration Manager prior to submitting this form.**
- **Please fully complete this form (all fields are mandatory) and email to [ospoost@gmu.edu](mailto:ospoost@gmu.edu).** Please use a new form for each pooled position type being requested.
- OSP will review the request and if approved, will request the pooled position number from HR.

Requestor Name:

Department:

Pooled Position Type Requested (*only one per form*):

Sponsored Fund Number (*only one per form*):

Why is this pooled position type requested when it was not included in the original sponsor award budget?

Which budget line is being re-budgeted to cover the requested position?

Please provide an estimated dollar amount for the request and confirm it will be within the award period of performance.

**OSP Use Only** Review: \_\_\_ \$ \_\_\_ P Approved By: \_\_\_\_\_ Date Requested from HR: \_\_\_\_\_

Sponsor Prior Approval Received (if required): \_\_\_ Y (attach approval documentation) \_\_\_ N/A