

Request for Sponsored Projects Memo Account

This request is for: New Account Existing account

Principal Investigator: _____

OSPA #: _____ Existing Account # (if applicable): _____

Project Title: _____

This requests \$ _____ to be set-up under memo account.

The Start Date of this memo account is: _____

The End Date of this memo account is: _____

The undersigned requests that a memo account or the extension of an existing account be established for the above listed sponsored project before the university receives the award document.

We have submitted a budget and timeframe for the project. All paperwork for expenditures will be within the allotted budget and time frame.

We understand that if the approved award document is not received, we will cover the costs incurred on this project.

We understand that if obligation or expenditures are incurred prior to the official award start date and are subsequently disallowed, these costs will be charged to other department/college funds.

We agree that the project will not be reported on the Board of Regents Report until the fully executed award document is received. There will be no billing generated by the Sponsored Projects office until an official award document is received.

We will assume the responsibility for follow up on receipt of the award agreement and subsequent routing to the Sponsored Projects office.

AGREED TO BY:

Please sign and date below.

Principal Investigator date

Dept. Chair date

Dean date

Sponsored Project Approval: _____		_____
		date
<input type="checkbox"/>	Increase to current account number:	
<input type="checkbox"/>	New account	
<input type="checkbox"/>	No cost extension prior to sponsor approval	