AGENCY: University of Nevada, Reno (UNR)
SUBJECT: Requesting a Memo Account

When the PI determines that a memo account is needed, the PI must submit a “Request for Sponsored Projects Memo Account” (SP-4) form signed by the PI, chair and dean. The following additional information must also be included with the request:

1. A budget outlining the use of the funds including any associated indirect costs. The budget must reflect what was originally proposed to the funder or revised prior to award.

2. Documentation from the sponsor that the project has been awarded/extended and the modification is forthcoming or pre-award spending is allowable. The sponsor’s documentation must originate from an authorized agent as not all program officials are authorized to do so.

3. The college/department must have soft funds to guarantee the amount for which the memo account is established. This account number must be provided at the time of the memo account request.

Please Note: On the SP-4 form – please clarify who is assuming the risk by crossing through the word “We” on the form and manually entering – PI, Department or College. This will assist in determining that adequate soft funds are available for the Memo to be issued.

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