



Request for Sponsored Project Risk Account Form (SP-4)

Use this form to request a [risk account](#) for a new or existing sponsored project. Please submit completed, signed form to Sponsored Projects: Ross Hall 204, mail stop 325, or ospadmin@unr.edu.

Risk Account Request Type

Risk account request is for the following (select one):

New Financial Worktag

Existing Financial Worktag

Project Information

Principal Investigator:

Proposal #:

Existing Worktag (GR#):

Project Title:

Compliance

In order for a risk account to be established, all required protocols and sponsor agency trainings must be satisfied.

Specialized Regulatory Compliance

1. Does the project involve human subjects?

Yes. If yes, IRB protocol #:

No

2. Does the project involve vertebrate animals?

Yes. If yes, IACUC approval #:

No

3. Does the project involve radioisotopes or radiation producing equipment?

Yes. If yes, radiation training expiration date:

No

4. Does the project involve recombinant DNA, toxins, or any biological agents?

Yes. If yes, IBC MOUA Approval #:

No

Sponsor Compliance

1. If the sponsor is National Science Foundation or National Institute of Food and Agriculture, have all principal investigators & co-investigators obtained [Responsible Conduct of Research training](#)?

Yes N/A

2. If the sponsor is a Public Health Service agency, have all investigators as defined by [42 CFR 50.603](#), obtained [Financial Conflict of Interest training](#)?

Yes N/A

Risk Account Dates and Amount

Risk Account Start Date:

Risk Account End Date:

Risk account duration should not exceed 90 days.

Amount of Risk Account Request:

Please provide [SP-22](#) form for risk amount.

Acknowledgements

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

1. We have submitted a budget and time frame for the project. All paperwork for expenditures will be within the allotted budget and time frame.
2. We understand that if the approved award document is not received, we will cover the costs incurred on this project. These costs may be charged to the following financial worktag #: .
3. We understand that if obligations or expenditures are incurred prior to the official award start date and the costs are subsequently disallowed, these costs will be charged to other cost center/unit funds. These costs may be charged to the following financial worktag #: .
4. We agree that the project will not be included on the Board of Regents Report until the fully executed award document is received. There will be no billing generated by Sponsored Projects until and official award document is received.
5. We will assume the responsibility for follow-up on receipt of the award agreement and subsequent routing to Sponsored Projects.

Agreed to by (sign and date below):

Principal Investigator:

Date:

Chair/Director:

Date:

Dean/Vice President:

Date: