

MEMO Request

Request for Sponsored Projects Account Number (Memo Account)

This request is for: _____ New Account _____ Existing Account

Principal Investigator/Research Administrator: _____

Project Title: _____

Account Number: _____

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

The Start Date of this memo account is: _____

The End Date of this temporary account is: _____

The undersigned requests that a temporary account be established for the above listed sponsored project before NSHE receives the granting agency document.

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

We understand that if the approved funds are not received, we will cover the costs incurred on this project.

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

We agree that the project will not be reported on the Board of Regents Report until the fully executed award document (if program income, the full amount budgeted) 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 informing you of the receipt of the award agreement (if program income, deposit of funds).

AGREED TO BY:

Please sign and date below

Principal Investigator or
Research Administrator

SSPO Director

Sponsored Project's Approval

_____ Date: