



Office of Research Services

**MEMORANDUM**

**Date:** \_\_\_\_\_

**To:** Mark Nichols, PhD  
Interim Vice Chancellor for Research and Economic Development

**From:** \_\_\_\_\_

**Subject:** Pre-Award Grant Account Request

Please establish a financial account for the following grant or contractual project prior to official award notification from the funding agency.

Principal Investigator: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Amount Request: \$\_\_\_\_\_

Federal or Federal Flow-through?  Yes  No  Unknown at this time

The authorized signatures below signify that \_\_\_\_\_ will assume financial responsibility for expenses incurred if this grant project is not funded by the external agency and for expenses that are not reimbursable. The department agrees that a Pre-Award account open longer than 4 months will be reviewed for possible closure due to lack of award.

If there is a Subcontract to be established on the project, it is understood that this will not be executed until the Prime Award has been received. Any exceptions to this rule need approval from the unit's Dean or Director and from the Associate Vice Chancellor for Research.

(Please note: A PeopleSoft Signature Routing Sheet and a copy of the grant proposal or contract must be sent to the Office of Research Services prior to, or with, this letter.)

Concurrence:

\_\_\_\_\_  
Department Chair

Date

\_\_\_\_\_  
Dean

Date

Approval: \_\_\_\_\_

Mark Nichols, PhD

Date

Interim Vice Chancellor for Research and Economic Development