Risk Memo for an Existing Research Contract/Grant Org Code

To: Contracts & Grants Accounting
Thru: Office of Sponsored Programs
From: ____________________________

Name Ctr/Dept

Date:______________________________

Subject: Risk Memo for Research Org Code: ____________________________

Current POP: beg date: ____________ end date: ____________

Banner available balance $ ____________ as of (date) ____________________

Risk Org Code to use if the funds or approvals are not received: ____________

(the Risk Org Code cannot be a Contract/Grant or Cost Share Org Code)

Risk dates: ____________________ to ____________________ (up to 90 days)

A. Pending receipt of additional funds from (agency): ____________________________

Amount of overrun allowed: $ ____________ (if more than $5,000, attach a justification)

B. Pending no cost extension from (agency): ____________________________

Not to exceed available balance of: $ ____________ (if more than $5,000, attach a justification)

C. Pending receipt of additional funds and extension of period of performance from ____________________________

(agency):

Amount of overrun allowed: $ ____________ (if more than $5,000, attach a justification)

D. Pending approval for:

[ ] Equipment purchase [ ] Subcontract
[ ] Foreign travel [ ] Other (explain) ____________________________

Purchase amount allowed: $ ____________ (if more than $5,000, attach a justification)

E. No expenditures are allowed. C&G Accounting will not transfer the unapproved charges to the Risk Org Code while this risk memo is in effect. This is a one-time risk; no additional risk will be approved beyond the 90 day period specified in the subject area.

At the end of the risk period, if the agency has not provided funding or approved the request, the related expenses will be charged to the Risk Org Code by C&G Accounting and the research org code will be frozen. Should the agency provide the funding or approve the request after the Risk Org Code has been charged, OSP will notify C&G Accounting to reverse the initial journal entry to the Risk Org code.

Principal Investigator: __________________________________________ Name Date

Chairman (if using a dept org as the Risk Org): __________________________ Name Date

Dean/Director (if using a dept org as the Risk Org): __________________________ Name Date

Contract Administrator: __________________________________________ Name Date

VP for Research (if using a ctr org as the Risk Org): __________________________ Name Date

Revised 1/09