Risk Memo for a Pending Research Contract/Grant Org Code

To: Contracts & Grants Accounting
Thru: Office of Sponsored Programs
From:__________________________________________ Ctr/Dept
Date:__________________________________________
Subject: Risk Memo for Proposal No.:___________________________
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)

Pending receipt of funds from (agency):__________________________,
please establish a new research org code and honor charges not to exceed $__________ (if more than $5,000, attach a justification)

At the end of the risk period, if the agency has not provided funding, the 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