

**Office for Research & Sponsored Projects Administration**  
**Arizona State University**  
**Request to Establish an At-Risk Account**  
**MEMORANDUM**

Date: \_\_\_\_\_  
 To: \_\_\_\_\_, Sponsored Projects Officer  
 From: \_\_\_\_\_, Project Director  
 Subject: Request for Establishment (or Continuation) of a Sponsored Project Account

Project Title: \_\_\_\_\_  
 Proposal Number: \_\_\_\_\_ and Account No. (continuation) \_\_\_\_\_  
 Sponsor: \_\_\_\_\_  
 Anticipated Award Period to be funded by Sponsor: \_\_\_\_\_ to \_\_\_\_\_  
 Requested Period of Performance for Advance Account: \_\_\_\_\_ to \_\_\_\_\_

Justification for establishing a sponsored account so that work can begin/continue on this project prior to receipt of the award document(s). Provide explanation why this is a low financial risk.

Expenditures during this interim period are limited to 90 days and up to 25% or less of expected annual budget presented in the proposal budget, in the amounts estimated below:

Salaries	\$ _____
Fringe	\$ _____
Sub Agreements	\$ _____
Operations (services, materials, etc.)	\$ _____
Travel	\$ _____
Equipment (must be budgeted in the proposal)	\$ _____
Other	\$ _____
<b>Total Costs (Direct Only)</b>	<b>\$ _____</b>

**Cost Guarantee**

OVPR Guarantee  
 Institutional Guarantee

In the event that an award is not made to ASU or that the costs incurred are unallowable under the terms, direct costs will be borne by the non-sponsored ASU account authorized below.

Account Number: \_\_\_\_\_ Authorized Account Signature: \_\_\_\_\_

Based on available information the budget is acceptable and risk is reasonable as described below:

Request is not recommended for approval. Risk is unreasonable.  
 Sponsored Projects Officer: \_\_\_\_\_  
 ORSPA Manager Approval for OVPR Guarantee: \_\_\_\_\_