

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	\$ _____
Total Costs (Direct Only)	\$ _____

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: _____
(print name)
(signature)
(date)

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: _____