

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

To: Associate Vice Chancellor for Research Administration

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

RE: Award Setup in Advance of Payment (Non-Federal Awards)

Since we have been notified by the \_\_\_\_\_ that our award entitled \_\_\_\_\_ has been funded effective \_\_\_\_\_, we request approval to establish a grant account with authority to begin the minimal expenditures to start the project prior to receipt of a sponsor payment.

By the signature of the Department Chair (below) we assure the Research Institute that in the unlikely event that the sponsor cannot fulfill its payment obligations, the Department of \_\_\_\_\_ will pay any and all expenses incurred as a result of this account using the following speedtype(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

Date

Principal Investigator

Date

Department Chair

Date

Associate Vice Chancellor for Research Administration