**Memorandum**

**To:** Research & Sponsored Program Development, UND

**From:**

**Re:** Request for Risk Account to be set up on Temporary Status

**Date:** April 11, 2019

The {INSERT COLLEGE) has received notification of an agreement pending from {INSERT SPONSOR} for the following project:

Project Title:

PI:

Amount: $

Dates: {INSERT START & END DATE}

We are waiting for an {INSERT AGREEMENT or AMENDMENT} for funding and are requesting authorization {INSERT: TO OBTAIN A PROJECT NUMBER or INSERT: REQUEST WITH RELEASING THE ANTICIPATED FUNDS} in advance of finalizing/signing the agreement. A proposal is on file in your office.

The UND {INSERT COLLEGE} – {INSERT DEPARTMENT} accepts responsibility for any costs incurred if this {INSERT AGREEMENT or AMENDMENT}is not received. In that event, an alternate source of funding, such as local or appropriated funds, would be used to cover any expenses placed on this project number.

If you find this request acceptable, please provide a project number as soon as possible. Questions should be directed to {INSERT DEPARTMENT CONTACT; NAME AND PHONE NUMBER}.

Name: Name:  
Title: Title: