**RISK PROJECT APPROVAL FORM**

To: Grants and Contracts Administration

Subject: Request for Risk Project Number

Please establish a Risk Project Number according to the following:

|  |  |
| --- | --- |
| Proposal Processing Number: |  |
| Requested Start Date of Risk Account: |  |
| Spending Authority Requested: | $ |
| Default Account Number in College: |  |
| Project Number Assigned: |  |

The signatories below acknowledge and agree that:

1. A proposal has been received, evaluated, and signed off on by the Office of Sponsored Programs.
2. Federal guidelines or sponsor policies allow the University to incur costs prior to an official award.
3. If this is an industry-sponsored proposal, there is written approval from the sponsor authorizing expenditures prior to contract execution.
4. It is understood that charges incurred prior to the sponsor’s official start date are subject to disallowance unless provided by sponsor policy, or otherwise approved by the sponsor.
5. Charges incurred on a risk project will not be considered a bad debt if an award is not executed. The default account number identified above will absorb all costs incurred should funding not be awarded for the support of this project.
6. All required Human Subject, Animal Subject, Biohazard/Chemical, and or Recombinant DNA compliance protocols and export controls have been approved prior to initiation of this request.
7. The risk project number will be valid for 90 days only and up to $50,000.
8. The snapshot from InfoEd, an internal budget for the risk amount, and if required, the sponsor approval accompany this request.

Approvals:

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Signature of Principal Investigator

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Signature of Department Chair

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Signature of Dean/School Director

Date:

Signature of Vice President for Research (for industry-sponsored projects)