

THE UNIVERSITY OF MEMPHIS

Memorandum

TO: Office of Research Support Services
FROM: _____, Project Director
SUBJECT: Request for Advance Account
DATE: _____

This is to request that an advance account be established for the sponsored project entitled:

Award amount \$ _____ for project period from _____ to _____

The award for this project is currently being processed by: (name of sponsor)

Name and telephone number of sponsor's representative who can verify the status of the anticipated award:

I understand that the Project Director's department/unit will be responsible for any direct cost charges made to the advance account and any expenditures of salary recovery funds generated by the advance account, should the award not be received.

Endorsed: _____
Chair Date Dean Date

Comments: _____

Approved Not Approved

Research Support Services Date

Proposal # _____

Log # _____