To: Ruth Farrell
Associate Vice President for Research Administration
Office of Sponsored Programs

From: , Principal Investigator
, Department Chair

Re: Guarantee of Funding

Date:

This is to request that an account be established under the guaranteed funding mechanism for the project entitled " "
which is to be funded by:

We have received confirmation that funding for this project is forthcoming, and that the anticipated start date is . Because we need to move forward with the project, and because we do not expect to receive the award for at least several weeks, we are requesting that an account be established prior to receipt of award notification. In the unlikely event that funding is not awarded, the Department of will cover all costs incurred.

Signed : _____

Principal Investigator Date

_____

Department Chair Date