

Request to Establish a New Banner Fund
EXTERNAL AWARDS AND CONTRACTS

Attach the Project Budget Detail as approved by the funding agency and submit both to ORSP after obtaining appropriate college and departmental signatures.

Project Name: _____

Sponsor: _____

Project Purpose: _____

Investigator/Director: _____

The <u>scope of work</u> is primarily (select one only):		The <u>primary discipline category</u> (not department) is:	
<input type="checkbox"/> Research (any area)	<input type="checkbox"/> Academic Support	<input type="checkbox"/> Non-Science (Education, Business, Humanities, other)	
<input type="checkbox"/> Instructional/Departmental	<input type="checkbox"/> Student Services	<input type="checkbox"/> Life Science	<input type="checkbox"/> Psychology
<input type="checkbox"/> Public Services	<input type="checkbox"/> Institutional Support	<input type="checkbox"/> Physical Science	<input type="checkbox"/> Social Science
<input type="checkbox"/> Student support/Scholarships	<input type="checkbox"/> Other _____	<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Engineering
		<input type="checkbox"/> Computer Science	<input type="checkbox"/> Other Science _____
		<input type="checkbox"/> Mathematical Science	

Principal Investigator (PI)/Project Director (PD) Acceptance of Responsibility

The Principal Investigator/Project Director is responsible for the programmatic management of the grant or contract and conducts the project activities as approved by the funding agency to meet project goals and objectives while adhering to sponsor guidelines and policies and procedures of the University. My signature below acknowledges that I understand that I am responsible for ensuring:

- Project expenditures are directly related to the project, reasonable, and necessary to meet project goals and objectives.
- Project expenditures are processed in accordance with University policies.
- Personnel paid from grant or contract funds perform at the level of effort stated in the grant/contract and effort is reported as required by University policies.
- Subcontracts, subrecipients, and consultants are monitored and reporting requirements are met.
- Compliance with policies for human subjects in research, animal use and care, and use of biohazards.
- Technical reports required by the sponsor are submitted in a timely basis and copies or notification of submission sent to ORSP.
- Amendments requiring sponsor approval are routed through ORSP for institutional approval.
- Project files and support for expenditures are retained for a minimum of three years (unless otherwise noted) after the grant or contract has been officially terminated by the sponsor.

Requested by: _____
PI/PD Signature Title Date

Recommended: _____
Division Chair/Director Signature Date

Recommended: _____
Dean Signature Date

Approved: _____
Controller/ VP Business Affairs Signature Date

This section to be completed by the Controller's Office after approval.

Fund:	Organization:	Program:
Type:	Category:	Subcategory:
Disposition of funds:		