TO: Office of Sponsored Programs (OSP)

FROM: (Principal Investigator’s name and signature)

DATE:

RE: Request to establish a Sponsored Project Financial Account

The purpose of this letter is to request that the OSP establish a financial account for the following project:

Department:

Funding Agency:

Project Title:

Sponsor Award No. (if available):

The requested dollar amount and period of performance is as follows:

Award Begin Date:

Award End Date:

Total Amount Requested:

This project does/doesn’t involve compliance activities. (If Project does, complete the following)

Check all that apply:

Human subjects: ( ), if yes, Approval Number

Animals ( ), if yes, Approval Number

Biohazards ( ), if yes, Approval Number

CERTIFICATION:

The department/college hereby agrees to absorb any expenditures made against this grant if for any reason, the official award for this project is not received by WVU.

Department Chairperson

Signature:

Dean/Director or Vice President

Signature: