

Risk Memo (existing contract/grant)

To: Contract & Grant Accounting
Thru: Office of Sponsored Programs
From: _____
(Name & Department/Center)

Date: _____
Subject: Risk Memo for Organization Code: _____
Current POP: beg date: _____ end date: _____
Banner Available Balance: \$ _____ as of (date): _____

_____ Pending receipt of additional funds from (agency): _____ or
_____ Pending extension of period of performance from (agency) _____ or

_____ Pending approval for:
_____ Equipment purchase _____ Subcontract
_____ Foreign travel _____ Other (explain) _____

Please honor all charges on org code: _____
From (dates): _____ to _____ *Note: risk period will not exceed 90 days*
Not to Exceed: _____ *Note: if this amount exceeds \$5,000, attach justification*
Org Code: _____ will act as the risk org code. *Note: risk org code can not be a contract/grant or cost share org code*

Principal Investigator: _____

Chairman (if applicable): _____

Dean/Director (if applicable): _____

VP for Research (if Center org code): _____

Contract Administrator/Phone Number: _____

Note:

- **RISK ORG CODES CANNOT EXCEED A PERIOD OF 90 DAYS.**
- Using a Department or Center org code as the risk org code requires the approval of the Chairman and Dean/Center Director.
- If the risk limit is not increased by the Department/Center, Contract & Grant Accounting will freeze the research org code. If Contract & Grant Accounting is not notified that the risk amount has increased, the Department/Center is still at risk and responsible for the expenditure amount above the authorized risk limit.
- A contract/grant org code or a cost sharing org code is NEVER used as the risk org code.
- Contract & Grant Accounting will monitor the level of risk and balance of the risk org code. If the level of risk exceeds the balance of the risk org code, all of the contract and risk org codes will be frozen until the situation is resolved.
- Risk org codes should be used judiciously.

Risk Memo (pending contract/grant)

To: Contract & Grant Accounting
Thru: Office of Sponsored Programs
From: _____
(Name & Department/Center)

Date: _____
Subject: Risk Memo for New Organization Code (Proposal No: _____)

Pending receipt of an award from (agency) _____ please establish a new research org code and honor all charges on this org code from (dates) _____ to _____. *Note: risk period will not exceed 90 days*

Total risk amount not to exceed: \$ _____. *Note: if this amount exceeds \$5,000, attach justification*

Org Code: _____ will act as the risk org code. *Note: risk org code can not be a contract/grant or cost share org code*

Principal Investigator: _____

Chairman (if applicable): _____

Dean/Director (if applicable): _____

VP for Research (if Center org code): _____

Contract Administrator/Phone Number: _____

Risk Org Code is: _____

Note:

- **RISK ORG CODES CANNOT EXCEED A PERIOD OF 90 DAYS.**
- **Using a Department or Center org code as the risk org code requires the approval of the Chairman and Dean/Center Director.**
- **If the risk limit is not increased by the Department/Center, Contract & Grant Accounting will freeze the research org code. If Contract & Grant Accounting is not notified that the risk amount has increased, the Department/Center is still at risk and responsible for the expenditure amount above the authorized risk limit.**
- **A contract/grant org code or a cost sharing org code is NEVER used as the risk org code.**
- **Contract & Grant Accounting will monitor the level of risk and balance of the risk org code. If the level of risk exceeds the balance of the risk org code, all of the contract and risk org codes will be frozen until the situation is resolved.**
- **Risk org codes should be used judiciously.**