MEMORANDUM

TO: UAH Faculty and Staff

FROM: L. Ron Greenwood, Vice President for Research

DATE: February 13, 2006

SUBJECT: Risk Memos for Research Centers

The following guidelines should be followed when a research center submits a risk memo for which they are risking a research center organization code:

1. The risk memo should be sent to your contract administrator in the Office of Sponsored Programs.
2. If the amount being risked is more than $5,000, you should attach a brief statement that explains what information you have that makes you believe the funding is forthcoming.
3. The risk period cannot exceed three months.
4. The organization code you put at risk cannot be a contract/grant or cost-share organization code.
5. The contract administrator will forward the risk memo to the VPR for approval.