

**RISK MEMO for a PENDING RESEARCH CONTRACT/GRANT**

DATE: \_\_\_\_\_  
FROM PI Name: \_\_\_\_\_  
CENTER/COLLEGE/UNIT: \_\_\_\_\_  
TO: Contracts and Grants Accounting  
THRU: Office of Sponsored Programs

**I. Information about Pending C&G Org**

(a) Proposal #: \_\_\_\_\_  
(b) C&G Pending Org Title: \_\_\_\_\_  
(c) Risk Period Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (90 day limit)  
(d) Risk Amount \_\_\_\_\_

**II. Information about Risk Org (cannot be a C&G or Cost Share Org)**

(a) Risk Org to be used if agency does not cover risk amount: \_\_\_\_\_  
(b) Risk Org Title: \_\_\_\_\_  
(c) Current Balance in Risk Org: \_\_\_\_\_ as of \_\_\_\_\_  
(d) Amount Currently at Risk on Risk Org: \_\_\_\_\_  
(to be completed by Rsch Budget Ofc)

**III. Choose One Action:**

- A. First Request
- B. Second 90 day extension (must be approved by VPR regardless of amount at risk)

At the end of the risk period, if the agency has not provided funding,  
(1) the related expenses will be charged to the Risk Org by C&G Accounting, and  
(2) the C&G Research Org will be frozen.  
Should the agency provide the funding after the Risk Org has been charged, OSP will notify C&G Accounting to reverse the journal entry to the Risk Org.

**IV. Approvals Required**

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_ Budget Unit Head \_\_\_\_\_ Date \_\_\_\_\_  
Dean/Director \_\_\_\_\_ Date \_\_\_\_\_ OSP Contract Admin \_\_\_\_\_ Date \_\_\_\_\_  
OSP Director \_\_\_\_\_ Date \_\_\_\_\_ non-concurrence: \_\_\_\_\_ Date \_\_\_\_\_  
Rsch Budget Director \_\_\_\_\_ Date \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

VPR approval is necessary if:  
(1) Risk Org (in Section II) belongs to a Research Center and the risk amount is above \$25,000  
(2) Risk Org (in Section II) belongs to a Research Center and the risk amount is \$25,000 or less but was not approved by the OSP Director.  
(3) Selected Option "B. Second 90 day extension" in Section III above.

VP for Research \_\_\_\_\_ Date \_\_\_\_\_ non-concurrence: \_\_\_\_\_ Date \_\_\_\_\_