

LETTER OF GUARANTEE

Purpose: To create a standard form for all requests of temporary sponsored project funds. This form shall require a solvent index number (an active, non-restrictive index number with adequate balance) plus the Department Head and Dean's signature.

This guarantee is for a maximum of ninety (90) days.

Request for temporary index number or temporary extension of index number in absence of an executed award document.

Proposal/Grant Information

Proposal/Grant Code _____
New index number (no prior index number) _____
New index number for continuation year for current index number _____
Extension of current index number _____
No cost extension of current index number _____
 No cost extension end date _____

Project Information

Sponsor/Agency _____
 Proposal Title _____
 Principal Investigator _____
 College _____
 Department/Resource Ctr. _____

Contact person to be notified with approval Index Number
 Name _____
 Phone Number _____
 Total dollar amount of 90 day period _____
 Start Date of 90-day budget period _____ End Date of 90-day budget period _____

****AN ESTIMATED, ITEMIZED BUDGET MUST BE ATTACHED TO THIS FORM****

Intent to Fund Information

Correspondence of intent to award the project has been received from the sponsor agency (a copy is attached)
 -OR-
 Verbal communication has been received that the project will be awarded and the following information has been obtained:

Agency's Grant/Contract # _____ Amount of Award _____
 Start Date _____ End Date _____
 Sponsor Contact Name _____
 Sponsor Contact Phone # _____

Signature of Principal Investigator _____
Date

GUARANTEE: In the unlikely event that the award is not made, all expenditures are hereby guaranteed by the Department Chair or Director, and this signature serves as the authorization to transfer any expenditures incurred to the index number indicated below.

The guarantee index number is a solvent account

Index Number _____

| | |
|--|-----------------------|
| _____ <i>Signature of Dean</i> | _____ <i>Date</i> |
| _____ <i>Printed Name</i> | _____ <i>Title</i> |
| _____ <i>Signature of Department Head/Center Director</i> | _____ <i>Date</i> |
| _____ <i>Printed Name</i> | _____ <i>Date</i> |