



Request for Risk Project Form

In the event that an official fully executed award has not materialized, schools/departments may request the establishment of a risk (advance) project. This requires the approval of the Fiscal Officer and a default chartfield. This chartfield will be used to cover any expenses that are not reimbursed should the funding not materialize. Items to submit with this form must include any documentation pertaining to the award (i.e.: unsigned contract, proposal, budget grids, and email communication with sponsor specifically mentioning this agreement).

1) Principal Investigator:

2) Sponsor:

3) Project Title:

4) Project Period:

5) Department Id:

6) Total Anticipated Award Amount:

7) Default Chartfield: ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Additional Comments

Approval: _____ Date: _____

(Insert Name and Title)

Notes

- *Please attach proposal/contract and budget with this form*
- *Budgets will be established at 25% of anticipated award amount.*
- *Project period will be limited to 3 months*
- *Extensions or increases will require new request form to be completed.*

Email form and supporting documents to: cdv.spa@nyu.edu