

REQUEST FOR CONTINGENT LEDGER 5 ACCOUNT

Principal Investigator: _____ Dept: _____

Funding Agency: _____ Award/Grant No. (if known): _____

Project Period: _____ Indirect (F&A) %: _____ % On Campus _____ % Off Campus

Project Title: _____

Sub-Department: _____
Number, if applicable: _____
Medicine: _____
Surgery: _____
Neurology: _____
SON: _____

Subaccounts needed: ___ yes ___ no
Number of subaccts: _____
Name on subacct: _____
(attach additional list if necessary)
RSRB Fee (check one): ___ Yes ___ No

Old Account #, if applicable: 5- _____

APPROVALS:

Principal Investigator: _____

Department Head (or Delegate): _____

Alternate Account #: _____

ORPA: _____ Date: _____

===== **FOR ORPA USE ONLY** =====

Type of Funding:
_____ Letter of Credit
_____ Bill by ORACS
_____ Bill by Department
_____ Automatic

CFDA No. (if applicable): _____
Federal Flow Through:
Yes _____ Agency Code _____
No _____

Account # Assigned: _____ By: _____ Date: _____

GUIDELINES FOR ESTABLISHING A CONTINGENT ACCOUNT

Under certain circumstances, it is occasionally necessary to establish a contingent Ledger 5 account when the project has been approved by the awarding agency and the start date has passed, but final negotiations have not been completed, or if the awarding agency has approved pre-award costs (see below). The request is made by the principal investigator who completes the request form (opposite side), signs it, and then sends it to the department head for approval. The request should be for the initial award period (i.e., 7/1/90-6/30/91).

The department head signifies approval by signing the request form and by identifying at the same time an appropriate account to which costs incurred will be transferred if the grant or contract is not awarded. Please note that in signing the request form, the department head assumes full responsibility for all costs. No request for a contingent account will be honored if an appropriate account is not designated. The request also must be approved by the Office of Research and Project Administration (ORPA) for confirmation that the award is anticipated.

Finally, the request will be transmitted to Office of Research Accounting and Costing Standards (ORACS) where an account number will be assigned. Copies of the completed request form will then be sent to the principal investigator, department head, and the original will be returned to ORPA.

Upon receipt of a fully-negotiated award, ORPA will issue a formal notice of award and attach relevant project information. Should the terms of the award, especially the approved award period, make any of the project costs already incurred unallowable, such costs will be transferred automatically to the account previously designated by the department head. Please note that if the award is not made, ORPA will notify ORACS and the contingent account will be closed; all costs incurred will then be transferred automatically to the alternative account previously designated by the department head.