

Request for Banner Number

TO: Grants and Contracts Accounting

FROM:

DATE:

SUBJECT: **BANNER NUMBER REQUEST**

I have received notification from the sponsoring agency listed below that my grant/contract application has been accepted. This award is a Service Agreement____ Sponsored Program ____.

Please assign a Banner number for the grant contract. Pending the receipt of the award notice, my department will guarantee any expenditure charged against the proposed Banner number. The Banner number guaranteed to accept charges should the grant not be awarded is _____. (Guaranteed index may be a 2, 4, 6 ledger or pool index.)

This alternative Banner number will be used only if the University does not receive an award notice within 60 days from the sponsor.

I have provided the following details to expedite the grant create.

Principal Investigator: _____

School and Department: _____

Sponsoring Agency: _____

Sponsor's Name: _____

Sponsor's Banner Number: _____

Title of Project: _____

Amount of Award: _____

Budget Period: _____

Mandatory Cost Sharing: Yes _____ No _____

Thank you.

Approvals:

Principal Investigator

Department Chair

Copy: Sponsored Programs Administration