

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 5 ledger 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.

School and Department: _____

Title of Project: _____

Sponsor's Banner Number: _____

Sponsoring Agency: _____

Sponsor's Name _____

Budget Period: _____

Amount of Award: _____

Source of funds: Federal _____ State _____ Local _____ Industry _____ Foundation _____

Fiscal Administrator: _____

Sub Department: _____

OSP PT# _____ (if Available)

Mandatory Cost Sharing: Yes _____ No _____

Thank you.

Approvals:

Principal Investigator

Department Chair

Pending Award OSP _____

Copy: Sponsored Programs Administration