

Attachment B
Industry Sponsor & Clinical Trial Agreements

MEMO TO REQUEST AN ADVANCE NOTICE

TO: Grant & Contract Services
FROM: (Principal Investigator)
(Department)
SUBJECT: ADVANCE NOTICE REQUEST
DATE: _____

I am requesting an advance budget number assignment for the (sponsor's name) grant for which I am the Principal Investigator. The Department of _____ **will be responsible** for covering the advance expenditures for the amount of \$_____ and beyond this amount.

The reason for this request is that (briefly justify why an advance budget number assignment is necessary):

This request is based on the following commitment:

I have been advised by _____ of (sponsor), (telephone number) that an award in the amount of \$_____ for the period _____ is forthcoming but the grant (or contract) officer (cognizant official) is unable to make a firm commitment at this time. The Department of _____ will be responsible for covering the advance expenditures for an amount not to exceed \$_____ for the period from _____ to _____ in the event the anticipated award is not consummated.

If you require additional information, please call _____ at _____.

	_____	Date: _____
	(Principal Investigator Signature)	
CONCURRENCE:	_____	Date: _____
	Chair, Department of _____	
	_____	Date: _____
	(Dean, College or School of _____)	
	(May be delegated to the Department Chair)	