

MEMORANDUM

Approved:

Dept. Designated Official Signature

Date: _____

TO: Designated Official in the Academic Unit

FROM: _____, Principal Investigator

DATE:

Re: FRS Account _____
Request for Approval to Rebudget Administrative Operating Costs
Other than Administrative/Clerical Salaries

Description of costs and how they relate to the project:

Description of the special need for the item(s) beyond the level normally provided by the academic unit:

The administrative cost was not included in the original budget because:

cc: Sponsored Projects Services