

MEMORANDUM

TO: Designated Official in the Academic Unit

FROM: _____, Principal Investigator

DATE: _____

Re: FRS Account _____
Request for Approval to Rebudget Administrative/Clerical Salaries

Title of position: _____

Name of individual: _____

Percent of effort: _____

Annual salary: _____

<p>Approved:</p> <p>_____</p> <p>Dept. Designated Official Signature</p> <p>Date: _____</p>
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Description of responsibilities related to the project:

Special circumstances requiring direct charging of administrative/clerical salary:

This project meets the OMB Circular A-21 definition of a "Major Project" because:

The administrative/clerical salary was not included in the original budget because:

cc: Sponsored Projects Services