

Guarantee Accounts Request Template

Guarantee account set-up follows the same process as a [regular award set-up](#). Setting up an account immediately allows expenditures to be charged to the correct project and therefore limits [cost transfers](#) and [retroactive personnel actions](#). The allowability of pre-award costs must be taken into consideration. All standard award documentation requirements, including assurances, must be complete prior to setting up a guarantee account.

Date:

Principal Investigator:

Project Title:

Sponsor Name:

Estimated Project Dates:

Estimated Award Amount:

Source of Funding:

Dept. ID:

Budget Pools to set-up

(i.e. 61001, 61002, etc.):

Notes:

NOTE: Schools/departments requesting a guarantee account do so at their own risk. If funding for a project on guarantee does not occur, or is less than expended, incurred expenses will be transferred to an eligible departmental account.

It is the department's responsibility to monitor all guarantee accounts closely.

Guarantee accounts should be monitored closely by the department to ensure that revenue covers or exceeds expenditures

Approvals

Principal Investigator (PI)

Date

Responsible Department Business Official
(i.e. DMO, Associate Deans, etc.)

Date