

**Office of Sponsored Programs  
Request to Establish a New Account**

*Attach the Project Budget Detail as approved by the funding agency and submit both to OSP.*

<b>Project Title:</b> _____	
<b>Sponsor:</b> _____	
<b>Principal Investigator/Project Director:</b> _____	
<b>The <u>scope of work</u> is primarily (select one only):</b>	<b>The <u>primary discipline category</u> (not department) is:</b>
Research (any area) Instructional/Departmental Public Services Student support/Scholarships Academic Support Student Services Institutional Support Other: _____	Non-Science (Education, Business, Humanities, other) Computer Science Environmental Science Mathematical Science Physical Science Social Science Other Science: _____

**Principal Investigator (PI)/Project Director (PD) Acceptance of Responsibility**

The Principal Investigator/Project Director is responsible for the programmatic management of the grant or contract and conducts the project activities as approved by the funding agency to meet project goals and objectives while adhering to sponsor guidelines and policies and procedures of the University. My signature below acknowledges that I understand that I am responsible for ensuring:

- Project expenditures are directly related to the project, reasonable, and necessary to meet project goals and objectives.
- Project expenditures are processed in accordance with University policies.
- Personnel paid from grant or contract funds perform at the level of effort stated in the grant/contract and effort is reported as required by University policies.
- Subcontracts, subrecipients, and consultants are monitored and reporting requirements are met.
- Compliance with policies for human subjects in research and use of biohazards.
- Technical or programmatic reports required by the sponsor are submitted in a timely basis and copies or notification of submission sent to OSP.
- Amendments requiring sponsor approval are routed through OSP for institutional approval.
- Project files and support for expenditures are retained for a minimum of three years (unless otherwise noted) after the grant or contract has been officially terminated by the sponsor.

\_\_\_\_\_  
PI/PD Signature

\_\_\_\_\_  
Date