

## 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