

NOTICE OF AWARD MEMORANDUM

When an award has been accepted by Pepperdine University, the Office of Research and Sponsored Programs will work with the General Accounting Office and the Budget Director of the School to establish a grant project ID. A fully executed copy of the award, the budget, and a Notice of Award Memorandum are then sent to the project director, budget director, department chair, and dean or designate. This Memorandum identifies the grant ID assigned to the award and other pertinent information (e.g., amount of funds awarded, performance period, and reporting requirements, etc.) Since the principal investigator/project director is responsible for the overall management of a sponsored project, s/he should read the entire award document in addition to the Notice of Award Memorandum to become acquainted with all the pertinent conditions of the award. The principal investigator/project director's school/unit will be responsible for payment of all expenses incurred beyond the awarded amount.

Principal Investigator/Project Director:

Awarding Agency:

Project Title/Name:

Amount of Award:

Business Unit:	Program:
Fund:	Product:
Dept ID:	Project ID:
Account:	Operating Unit:
Class:	Raiser's Edge Fund ID:

Start Date:

End Date:

Account Restrictions:

Reporting Requirements:

Other Requirements:

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