

# U N I V E R S I T Y *of* H O U S T O N

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# Sample

## MEMORANDUM

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**To:** <<Research Administrator>>, Office of Contracts & Grants  
**From:** <<DBA>>  
**CC:** <<Principal Investigator>>  
**Date:** <<Date>>  
**Re:** Interim Funding Request for Project G002732

Proposal Title: Nanoshell-based Infrared and Terahertz Adaptive Materials and Devices  
Sponsor: NSF Principal Investigator: Dr. <<PI Name>>  
Cost Center: 5013-H0102-B0001-G1002732 FRS: 553001

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I am writing to request interim funding for the project listed above. As per the attached letter of intent, the annual report for the award has been approved and the second year of funding is expected.

Interim funding budget is requested as follows effective February 6, 2004.

Salary	\$16,000
Fringe	\$ 2,500
M&O	\$ 5,500
IDC	\$ 0
Total	\$ 24,000

In the event that the award is not approved, the PI will cover the cost with funds from his Cullen Chair cost center.

Approved:

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<<PI Name>>

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Date

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<<Chairman Name

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Date