

KUMC Research Institute, Inc.

TO: John Dole, PhD
Department of Anatomy

RE: NIH grant #1 R01 AI003215-01

Dear Dr. XXXXXX,

Congratulations on the receipt of the grant award for your research project. Your Research Institute reference number is QD802130. Effective January 1, 2005, all purchase/reimbursement requests on Research Institute account should be entered into PeopleSoft system under "RINST" business unit. Check request and travel expenditure forms will no longer be accepted by Research Institute. Information for PeopleSoft user training class can be found at:
<http://www2.kumc.edu/finance/peoplesoft.html>.

As part of our procedure on new accounts, we ask that you fill out an Authorization form located on the Research Institute website:
http://www2.kumc.edu/researchinstitute/fas/asp/authorization_form.asp

If you have any questions regarding the attached budget, or if I can be of further assistance, please contact me at 8-XXXX.

Best regards,

Accountant Name
Sponsored Program Administration
KUMC Research Institute

Attachments