

Division of Research and Education Support

Office of Sponsored Programs

Research Initiative Account Funds Request Form

PI Name: _____

Department/Division: _____

Department/Division Director (Signature): _____

Email: _____

Request Amount: _____

Related expenses:

- Research project support
- Professional Development
- Post-doctoral researchers and student assistants expenses

- Food, beverage and gift cards purchases are not allowable. Supplemental compensation is not allowable.
- See Guidelines For Allowable Expenses On Research Initiative Accounts – RIAs.

Required Documents:

- Justification Letter
- Copy of Budget
- Supporting Documents Related (receipts, invoices, copy of travel tickets, etc.)

OSP Official Name: _____

OSP Official Signature: _____

Date: _____

The request form and required documents must be submitted to the Office of Sponsored Programs by email (progsub.ccc@upr.edu).
Applicants may submit additional supporting documents if desired.