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MEMORANDUM

**TO: (Asst. Dean of Research)**

**FROM:** Principal Investigator (Name)

**DATE:** Month Day, Year

**RE:** 15% Indirect Return

Per the Rossier guidelines dated 4/9/2021, Dr. [PI name] is requesting a 15% return of indirects for his/her [Sponsor] grant entitled, "[title of project]"

I am requesting 15% return, which is $[how much] for FY XX/XX. These funds will be utilized to…[explain how funds will be used] . (Attach a budget)

Please let me know if you have any questions about this request.

Sincerely,

{PI Name}

**Approved by:**

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 Date

 