

**From:** Office of Sponsored Programs

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To:** *(please route if additional names)*

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**Message:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**□ Please Answer □ Let’s Discuss**

□ Your signature □ Please phone me

□ Copy to me □ Let’s meet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prepare rough draft for me □ Advise me on action to be taken

□ Prepare answer for us to co-sign □ Please review for accuracy

□ Prepare answer for my signature *If inaccurate, please specify:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**□ For Your Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□ Please follow-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Prepare and keep me posted

□ Action requested by \_\_\_\_\_\_\_\_\_\_ □ **For Your Information**

□ For your approval □ Please return to me

□ Supply information and return □ Please return for filing

□ Please return with your evaluation □ Need not return

□ Refer or delegate to others □ For your files

□ Send to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**□ Returned with Thanks** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From: Office of Sponsored Programs**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To: (please route if additional names)**

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**□ Returned with Thanks** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_