



SCHOOL OF ENGINEERING AND APPLIED SCIENCE
University of Virginia
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Charlottesville, Virginia 22903-2442
Phone: 804.924.3931 Fax: 804.924.6270
TDD: 804.982.HEAR

Post Award Administration

September 22, 1999

National Radio Astronomy Observatory
Mr. John Webber
2015 Ivy Road, Suit 219
Charlottesville, VA 22903

SUBJECT: Purchase Order Numbers 101367 and 54548
(UVA Accounts: 5-32292 & 5-32546)

Dear Mr. Webber:

After our discussions regarding the above listed purchase orders, I request approvals to extend the two orders to February 28, 2000 and allow us to purchase some equipment and supplies needed for our research effort. I am enclosing a proposed budget for the unexpended balances in the purchase orders (101367 \$5,021.64 and 54548 \$7,039.52) for your review. If I can provide additional information please contact me at 804-7545 or Faye Cline, Grants Administrator at 804-924-3931. Thank you for your assistance.

Sincerely,

A.W. Lichtenberger
Project Director

Enclosure

Cc: University of Virginia
Office of Sponsored Programs
P. O. Box 9003
Charlottesville, VA 22906

F.B. Cline, SEAS, Post Award Admin.

Approved for the University of Virginia:

M.G. Glasgow, Jr., Director
Office of Sponsored Programs

9-23-99
Date

BUDGET

1. Equipment	
A. Two 3" Magnetron Sputter Guns from Kurt J. Lesker, order #KJL-TRS3ASA14 at a cost of \$4,100 each	\$ 8,200
B. MKS Instruments Pressure Sensor and Power Supply, order number MKS-627B:BDR-D	2,600

TOTAL EQUIPMENT COSTS	\$10,800
2. Supplies	
A. Ultra flat Si wafers from Virginia Semi- Conductor	852
3. Indirect Costs – 48% MTDC on item #2 only	409

TOTAL BUDGET	\$12,061



UNIVERSITY OF VIRGINIA

OFFICE OF SPONSORED PROGRAMS

Carruthers Hall ♦ P.O. Box 9003 ♦ Charlottesville, Virginia 22906 ♦ Phone: 804-924-4270 ♦ Fax: 804-982-3096

A MESSAGE TO THE SPONSOR

In my capacity as Director of Sponsored Programs, I have been officially authorized by and for the University to indicate by my signature the University's recommendation of all proposals and the acceptance of all awards. Currently authorized alternate signatures are those of Mr. Gene D. Block, Vice President for Research and Public Service; Mr. David J. Hudson, Associate Vice President for Research; Mr. Charles T. Gillet, Assistant Vice President for Finance and Comptroller; and Mr. Gerald J. Kane, Research Administrator, Sponsored Programs. It is requested that any proposals or revisions you receive not bearing any of these signatures be returned to our **OFFICE OF SPONSORED PROGRAMS** for the necessary processing leading to proper signatory action.

It is also requested that all notifications of award and administrative correspondence pertaining thereto be addressed to the Office of Sponsored Programs. Please include with each individual award a statement of any limitations or requirements concerning it (i.e., project period, reports, etc.). Grants and contracts should be awarded to **THE UNIVERSITY OF VIRGINIA** and checks should be made payable to **THE UNIVERSITY OF VIRGINIA**.

The Office of Sponsored Programs is the only office of this University officially delegated with the authority to negotiate binding grants and contracts between the University and its sponsors. The faculty are encouraged to make preliminary contracts with the sponsor relative to the scientific and technical aspects of proposals. However, negotiation of the final budget and the commitment of University resources, financial or otherwise, must be performed by contacting the Office of Sponsored Programs, telephone (804) 924-4270.

Your assistance in cooperating with the requests in this memorandum will be very much appreciated and should greatly expedite the processing and facilitate the administration of proposals and awards by your offices and our own.

Michael G. Glasgow, Jr.
Director, Sponsored Programs