MEMORANDUM

To: Principal Investigators
From: James Fitchett
Grants Accounting Manager
Ext 8178
Subject: Student Withdrawal Guidelines from Summer Research Program
Date: March 2, 2015

If a student should need to withdraw from the Summer Research Program for any reason, the following steps should be followed to ensure the University of Richmond is in compliance with grant regulations governing the Summer Research Program.

Complete Web Time Entry (WTE) – the student should complete their final web time entry before officially withdrawing from the Summer Research program, followed by the PI’s review and approval.

Notify the Grants Accounting Office – PI should send an email to the Grants Accounting Manager (jfitchet@richmond.edu) and the Director of Accounting (thicks@richmond.edu) to alert them that the student is withdrawing from the Summer Research Program.

Once the above steps have been completed by the student and principal investigator, internal personnel at the University of Richmond (Grants Accounting Office, and Student Employment or Human Resources) will work together to process any additional paperwork required to complete the withdrawal process from the Summer Research Program.