Hello, Please create a new member account as follows and let me know if you have any questions.

New Member: [Name] [Address]

Type of Sponsor if known (ex: For profit, Institute of Higher Ed, Foreign Federal Government): [type]

Consortium parent structure:

[account number] Parent – Revenue Accounts

[account number] Parent – Expense Account

Thank you,

# Transaction Type: New Consortium

1. Please create a new membership L2 SBE account under [account number]
2. Title of member account: ACP – [member]
3. Sponsor Award Id: Agmt Dtd
4. Execution Date: MM/DD/YYYY
5. Sponsor Contractual Contacts: [contact name and email]
6. Sponsor Billing Contacts: [contact name and email]
7. Sponsor Technical Contacts: [contact name and email]
8. Payment Basis: 1: Firm Fixed
9. Payment Method: 6: Invoices or fees from Members
10. Invoice Comments: XXX or N/A
11. Payment schedule:

MM/DD/YYYY, $XXXX

MM/DD/YYYY, $XXXX

MM/DD/YYYY, $XXXX

1. General Comment to add to the parents accounts and member child:

New Consortium membership for [member], $XXXX added to the anticipated, per OST [ticket number]

1. Effective date: start date MM/DD/YYYY
2. Obligated End date: start date MM/DD/YYYY
3. Anticipated end date: final end date MM/DD/YYYY
4. Anticipated total: $XXXX
5. Make the same changes above to the associated parent accounts and ensure the General comment (#12) is added to each:

[account number] Parent – Revenue Accounts

[account number] Parent – Expense Account