

**STATE JUSTICE INSTITUTE  
INSTRUCTIONS FOR PREPARING  
THE REQUEST FOR REIMBURSEMENT (FORM R)**

1. Enter the name and address of the entity responsible for receiving the funds. The term **Grantee** applies to the recipient of grant funding, cooperative agreements, or contracts. For awards to state or local courts, the grantee is the state supreme court or its designated agency or council responsible for receiving or administering the funds.
2. Enter the Employee Identification Number (EIN) of the entity responsible for receiving the funds. The EIN is also known as the Federal Tax Identification Number and is required for payments made from the U.S. Treasury on behalf of SJI.
3. Enter the Award Number assigned by SJI.
4. Enter the Project Title.
5. Enter the month, day, and year of the request for reimbursement.
6. Enter the request number. The first request will be number **1**, the second request will be number **2**, etc.
7. Identify the request type, i.e., final (check **Yes**) or interim (check **No**).
8. Enter the name and address of the entity that will be receiving the funds, if different from item 1.
9. Enter the EIN of the entity receiving the funds, if different from item 1.
10. Enter the month, day, and year for the period of the award as indicated on the grant award document.
11. Enter the month, day, and year for the period of time for which the funds are requested.

12. a. Enter the total SJI award as indicated on the grant award document.
- b. Enter the cumulative amount of payments previously requested from SJI for this grant since the beginning of the project.
- c. 12a minus 12b. The total remaining balance.
- d. Enter project disbursements to date. Information should be reported on a cumulative basis for SJI funds only, from the beginning of the grant. For requests prepared on a **cash basis**, disbursements are the sum of actual amounts paid for goods and services, and the amount of indirect expenses charged. For requests prepared on an **accrued expenditure basis**, disbursements are the sum of the actual amounts paid, the amount of indirect expenses incurred, and the net increase or decrease in the amounts owed by the grantee for goods and services received.
- e. Amount requested based on disbursements to date.
- f. 12c minus 12e. The total remaining balance after this request.

**Additional Information:** Show all credit figures in parentheses. The amount of the request must be limited to the grantee's immediate cash need for the project.