

SPECIAL PROJECT FUNDING REQUEST FORM

Instructions: This form is to be used if an individual or group of individuals requests funding for a special project from multiple sources. If the funding needs can be met at the department level, this form need not be used. Supplemental information should be provided as suggested in attached appendices. The originator must indicate who the form is to be routed to by checking the appropriate box and listing that individual or office on Page 2. Agencies/offices providing funding should make a copy of the form for their records before forwarding to the next office noted by the originator. It is the responsibility of the originator to work with each area that has committed funds to complete the transfer of funds to the appropriate department/organization budget.

Preparer/Project Director:		Date:
Faculty:	Staff:	Student:

Department/Center/Major

FUNDING AUTHORIZATION

EXTERNAL (NON-UNIVERSITY) FUNDING ONLY:

External Funding Source No. 1		Contact Person at Source	
		\$	
Funding verified by	Date	Amount Funded	
External Funding Source No. 2		Contact Person at Source	
		\$	
Funding verified by	Date	Amount Funded	
External Funding Source No. 3		Contact Person at Source	
		\$	
Funding verified by	Date	Amount Funded	

INTERNAL FUNDING – Signatures are required at each stage of the funding process:

		\$
Department Head Signature	Date	Amount Funded

Comments:

		\$
College Dean Signature	Date	Amount Funded

Comments:

		\$
Vice President/Other Signature	Date	Amount Funded

Comments:

Project Completed:		Report Filed:	
	(date)		(date)

Final Report on project to be submitted to the College Office

Appendix A

Brief description of project:

Rationale for project, including benefits to the University:

Timetable for completion of project:

Appendix B

Budget for project:

Total Amount Requested: \$