

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 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. The last office should return the completed form to 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:
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Faculty:	Staff:	Student:
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Department/Center/Major:

FUNDING AUTHORIZATION

EXTERNAL (NON-UNIVERSITY) FUNDING ONLY:		
External Funding source No. 1	Contact Person	
Funding verified by	Date	\$ Amount Funded
External Funding source No. 2	Contact Person	
Funding verified by	Date	\$ Amount Funded
External Funding source No. 3	Contact Person	
Funding verified by	Date	\$ Amount Funded

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

Dr. Lynn Domina, Head, Department of English

Department Head Signature **Date** \$ _____
Amount Funded
Comments:

Dr. Robert Winn, Dean, College of Arts & Sciences

College Dean Signature **Date** \$ _____
Amount Funded
Comments:

Dr. Lisa Eckert, Director of Graduate Education & Research

Dean Of Graduate Education **Date** \$ _____
Amount Funded
Comments:

Vice President/Other **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:

Rational for project, including benefits to the University:

Timetable for completion of project (including travel dates if applicable):

Appendix B

Budget for project:

Total Amount Requested: \$ _____