

F&A / Research Funding Request Summary Coversheet

If funding is available, review of support requests will be arranged by the Associate Dean for Research in the College of Arts & Sciences. The requests must be related to research and scholarship and be one-time in nature.

Requestor Information

Department/Program _____ Date: _____
 Name & Phone Number _____
 Email Address _____

Project Information

Amount requested from A&S
\$ _____

Project/Proposal Name _____
 Project Beginning Date _____ Project End Date _____
 Total Project Cost \$ _____ Index to transfer funds _____
 Are other departments/programs contributing funds to this project? Yes or No
 If yes, please list department(s) and amount(s) below.

Please provide a one page attachment about the project and the need for funding.

Signature Acknowledging Request

| | | |
|------------------------------------|--------------------------|--------------------------|
| Requestor: _____ | Approved | Denied |
| Department Chair: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Associate Dean for Research: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

ROUTING

| | | | | |
|---------------|---------------|---------------|------------------------|---------------|
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| Initiator | Dept. Chair | Dean's office | College Finance Office | File |

COLLEGE OFFICE ONLY: DOCUMENT FINALIZATION

| | | |
|-------------|-------------|----------------------|
| Date: _____ | JV # _____ | Amount Paid \$ _____ |
| Index _____ | Index _____ | Preparer's _____ |
| To: _____ | From: _____ | Initials _____ |