



The University of Georgia

Senior Vice President for Academic Affairs and Provost
Vice President for Public Service and Outreach
Vice President for Research
Vice President for Student Affairs

FUNDING REQUEST

Department/College/Center or Unit making request: _____

Individual making request: _____ Title: _____

Date of request: _____ Amount(s) requested: _____

Request is for: salary _____ equipment _____ operating _____ other _____

Request is for: current year funding _____ budget development for next fiscal year _____
multi-year funding _____ # of years _____ amount per year _____

Actual date(s) funding is needed: start date: _____ ending date: _____

Budget office contact (name and telephone #) _____

If this is matching funding, please indicate the amount and source of the match:

Requirements:

1. Please attach a detailed (1 pg maximum) summary of how the money will be used, collaborating partners and the benefits to Public Service and Outreach, Research, Student Affairs and/or the University as a whole.
2. An additional one page summary of project results/impact and actual use of funds is due to the appropriate VP's office within 30 days of project completion.
3. Any unspent funds as of May 1 (of the budgeted fiscal year) must be returned to the appropriate VP's office.
4. Any publicity or written material describing the project MUST include the office of the appropriate VP as a contributing sponsor.

Signature of person making request: _____ Date: _____

Signature of Department Head: _____ Date: _____

Signature of Director: _____ Date: _____

Signature of Dean: _____ Date: _____

To Be Completed By Appropriate VP's Office

Date Reviewed: _____ Date Recorded: _____

Approved: _____ Not Approved: _____ Amount(s) Approved _____ For FY _____

Vice President's Signature: _____ Date: _____

Transfer made by original budget: _____ Budget Amendment: _____

Date of Budget Amendment: _____