

## Section 1: Requester Information

Full Name

Department &amp; Division/College

Email Address

Phone Number

## Section 2: Justification

How does this project support the University's [Strategic Plan](#)?

## Section 3: Project Overview

Select Project Type:

Project Description:

## Section 4: Funding

Select Funding Source:

If other funding source selected, describe it below:

Is funding available now?

Yes   
No 

If yes, when will the funds expire?

## Section 5: Approving Authority

Name of Approving Authority

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Signature of Dean / AVP