



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

## Request for Funding from the College of Arts and Sciences

*Deadlines: 1 September\_ 1 November\_ 1 January, 1 March 1 May, 1 July*

Name:

Project Name:

Faculty Rank/Position Title:

Dates of Project:

Department/Unit:

Month/YR funding to be received:

Please check purpose (*check all that apply*):

Conference (at least 6 months in advance - ARC, McKay)

Emergency Equipment Repair or Replacement (McKay)

Graduate Recruiting (advertise graduate programs; Moore)

In-residence Fellowship Supplemental Support (McKay, Kramer, ARC)

Minor Equipment (not SARIF major equipment- McKay)

Support for Guest Speaker (McKay)

Student Organization Event (McKay, Collins)

Undergraduate Research Support (e.g. travel, research, presentations - McKay, Collins)

Other (*Describe*):

Budget Overview:

Estimated Cost

Notes

Honorarium:

Travel:

Publicity/Communications:

Other (*please explain*):

Total Estimated Cost: \_\_\_\_\_

Departmental Contribution:

Total Other Contributions:  
(sources on a separate page) \_\_\_\_\_

Total Contributions:

Total Remaining Estimated Cost:

*Amount of Request:* \_\_\_\_\_

Account to which the above expenses will be charged and into which reimbursement is to be credited:

Account Number:

Account Name:

Please attach:

- ✓ Brief (one page maximum) narrative stating the purpose and benefits of the funding request: Where appropriate describe efforts (a) to involve students and (b) to foster diversity.
- ✓ Names and departmental affiliations of other faculty members involved in the request.
- ✓ Copy of any supporting documentation
- ✓ Detail of sources and amounts of other contributions
- ✓ Documentation of other sources of funds

### Routing this request:

Faculty member attaches the document to an email that is sent to the Head. Head forwards it to the appropriate college office, including a confirmation of the departmental commitment. College representative will forward if needed.

### To be completed by Dean's office:

Amount of previous college support (*up to five years, if known*):

Comments:

Approved amount (up to): \_\_\_\_\_

Approval Dean/Associate Dean: \_\_\_\_\_

Approval ARC: \_\_\_\_\_

ARC Designation of Account Number and Name of Account from which to be paid:

Approved Request #: \_\_\_\_\_