

**FUNDING REQUEST
DIVISION OF STUDENT AFFAIRS**

Revised: 9/08

Department: _____ Date: _____

Project (Proposal) Name: _____

Project Beginning Date: _____ Project Ending Date: _____

Total Cost of Project: _____ Amount Requested: _____
(Attach a budget.)

Your Index # (Required for the transfer of funds) _____

.....
Brief Description of Project (no more than 3 sentences, please):
.....

Department Supervisor: _____
Name Title

Project Manager (contact person): _____
Name Title

Department Phone #: _____ Campus address: _____
(Include Mail Stop Code)

Signature of Project Manager: _____

.....
Instructions:

1. Attach (3-5 pages) a description of the goals, objectives, the benefits to department/UNM/community, timelines, and target population.
2. On the attached page show a budget for the project, with cost of items such as: personnel, equipment, materials, printing, postage, telephone, and travel. Include other sources and amounts of funding.
3. **Upon completion of the project please submit a report before 30 days of your project ending date. The report should include information on how the program benefited UNM students; number of student participants and their role in the program; proposed follow-up on student participants, and a detailed list of expenditures.**

4. PLEASE ALLOW TWO (2) WEEKS TO PROCESS.

.....
This Funding Request for _____ has been approved.
Project Name

Eliseo Torres, Vice President for Student Affairs Date
Proposals that are not approved will be returned to the project manager with a memorandum of explanation.

Office Use Only:
VPSA Account _____ Pepsi _____ NM Plan _____ LAR _____ LAR SB415 _____

**DIVISION OF STUDENT AFFAIRS
PROPOSED BUDGET**

Department: _____

Name of Project: _____

LIST EXPENSES (See Instructions, Item 2)	AMOUNT	JUSTIFICATION (How Amount Relates to Project)

Total Cost of Project: _____

OTHER SOURCES OF FUNDING	AMOUNT

Signature of Project Manager Date

Signature of Department Supervisor Date