



SCHOOL OF ARTS AND SCIENCES
REQUEST FOR FUNDING

Date of Request

Date of Activity

Requested by:

Department:

Academic Title:

Email:

Phone:

Other Sponsors:

FY _____
No. _____
(internal use)

ACTIVITY: ☒ Travel/Conference ☐ Speaker ☐ Event ☐ Research/Professional ☐ Recruitment ☐ Other

PROJECT SUMMARY:

Please include statement on how this activity advances the college/school mission and/or strategic plan?

BUDGET SUMMARY:

Honoraria	\$ _____
Travel	\$ _____
Supplies Marketing/	\$ _____
Publicity Meals/	\$ _____
Hospitality Lodging	\$ _____
Other	\$ _____
Total	\$ _____
	\$ _____ -

BUDGET narrative (description of expenses included in budget).

Yes No

Is project or initiative contingent upon this funding from School of Arts and Sciences?

Audience that will benefit from this proposal:

Expected number of participants:	Students	_____
	Faculty	_____
	Staff	_____
	Community	_____
	Total Participants	_____

How will you measure the success of your project or event (assessment)?

PROJECT PARTNERS	Funds Requested	Funds Committed:	Account Number:
1) Department	\$ _____	\$ _____	_____
2) Arts and Sciences Dean's Office	\$ _____	\$ _____	_____
3)	\$ _____	\$ _____	_____

4)	\$		\$		
5)	\$		\$		
TOTAL		\$	-	\$	-

Please attach written verification of commitments from other project partners/collaborators (email, memo, etc.)

Requestor's signature	Home chair's priority rating and rationale:
Home Chair's signature	_____ 3 Prime importance
Partnering Chair's signature	Rationale:_____
Other Sponsoring Dept. signature	_____ 2 Secondary importance, support as resources permit
Dean's signature	Rationale:_____
	_____ 1 Supportable, if resources permit
	Rationale:_____
	_____ 0 Not supportable
	Rationale:_____

- ATTACHMENTS:
- NYS Travel Authorization form
 - Guest Speaker Bio/Curriculum Vitae
 - Faculty Absence Form
 - Conference Information
 - Letter of Invitation
 - Publicity/Marketing/Catering Quote

xc Chair, Dean, Project Partners; A&S Budget (4 copies total)

PLEASE NOTE: TRAVEL REQUESTS NEED TO BE SUBMITTED AND APPROVED ACCORDING TO NYS GUIDELINES available at <https://travelservices.buffalostate.edu>

For office use only:
Funding source(s):

Account names/ #'s:

