

Request for On-Going Budget Support

Use this form to request on-going funding, such as additional staff, student workers, or operating expense needs. If approved, the funds will be allocated during the Spring Semester only and will be added to your budget on September 1st of the following academic year. Please note: requests for additional funding should be limited to significant need. The College expects to receive no additional funds for staff/student lines or for operating budgets. Do not use this form to request funds for one-time extra- budgetary needs. Submit to Bonnie Miller, 405 Candler Library, bemille@emory.edu, 7-2030.

1. Department Name _____

2. On-Going Funding Request (list only one significant need that is your top priority)

Type (staff, student, operating expenses, etc.)	Description of Request (include user, if appropriate)	Cost of Request	Related Costs (line charges, renovations, fringe benefit charges, etc)	Total Amount Requested

3. Justification

Why are you requesting additional funds? Please provide a detailed explanation of why the funds cannot be found within the department by reallocating existing support. In addition, if you are requesting funds for additional staff or students, please provide (on a separate page) detailed information about the duties of each current staff member, the desired duties of the new staff member, and an explanation of why reallocation of work is not possible. If you are requesting operating funds, please provide (on a separate page) a detailed analysis showing how current budgets are allocated. In addition, please explain how this expense was covered in the past.

4. Additional Funding Opportunities

a. Have you sought funding from other sources? If so, which sources?

b. Were you successful? If so, who provided the funding and how much did you receive? How did this reduce your request for funds from Emory College?

**5. Request Submitted by
Department Chair**

Print Name

Signature (required)

Person Completing this Request

Print Name

Signature