

# Emory College of Arts & Sciences

## Project Create Request Form

To create a non-sponsored project complete this form and attach supporting documentation (e.g. commitment letter, budget plan, gift agreements, etc.) Once all information is completed, submit both forms to the College Finance Office, 1707 North Decatur Road.

Name of Project (maximum of 30 characters):

Name of Department managing the project:

Brief description of project and use of funds. Include any association with other projects, grants, etc:

Itemized use of funds (e.g. expense budget):

Restrictions, if any, on how funds can be expended:

	Source of Funds:	Dollar Amount:
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>

Expected project completion date:

If the project becomes in deficit, the alternative funding source to cover that deficit:

Signed approval by Department Chair or Program Director:

Name (please print):

Signature:

Date: