

To request research assistance, please complete the form below and return to the Office of the Academic Vice President. The Associate Academic Vice President for Academic Programs and Faculty Diversity serves ex officio as the Chair of the Committee on Research and Service and may approve requests for amounts up to \$300. Larger requests must be approved by the Committee. When the project is completed, a brief report on the use of the funds must be submitted to the Associate AVP along with a list of expenditures and, when possible, receipts. If project is already complete, it is not necessary to submit another report. Consult the Committee on Research and Service's **General Guidelines** for funding categories.

Name	Department	Telephone No.
Total Amount Requested: _____		Date: _____

Briefly describe the request and how funds will be used:

<b>ASSOCIATE AVP'S USE</b>		
Approval: _____	_____	_____
Associate AVP	Committee	Amount
Check Requested: _____	Report Submitted: _____	_____
Date		Date