



Project ID Assigned:
Speedtype Assigned:

Non-Sponsor Project Add/Change Request Form

Use this form for adding, changes or inactivating any of the Non-Sponsored Projects used by the University

Request Type:

Addition Change Reactive Today's Date (mm/dd/yyyy):

Requestor:

Effective Date (mm/dd/yyyy): Status: Active Inactive

Description (30 Char Limit):

Start Date (mm/dd/yyyy): End Date (mm/dd/yyyy):

Manager Name: Manager Employee ID:

Long Description (81 Char Limit):

Purpose of Request (Please indicate whether you will need the ability to report this one specific program or whether this is a high level reporting of funds.

With the high level reporting, a non-sponsor project ID will not be assigned.):

Overall Project Amount:

Table with 8 columns: Effective Date, Ledger Group, Account, Fund, Dept., Project, Budget, Comments. Multiple empty rows for data entry.

Program Code (A00-Instruction, B00-Research, C00-Public Service, F00-Institutional Support):

If unsure, explain what type of program is involved.

Class Code (5 Char Limit) - leave blank if requesting new value or enter existing value:

Class Code Short Description (30 Char Limit) - enter if requesting new value:

Is HR Account Required? Yes No

Signatures:

Approval 1:

Approval 2:

*Note: Signature is not required if email by the department manager