

Finance Division

Finance Ref. #: _____

Purpose of this Form: The purpose of this form is to request a new internal award or change an existing award.

Requestor Information

Name: _____ Phone: _____
 Department: _____ Email: _____

Award Type (funding source):

Unrestricted (UNR)

- Unrestricted (000005)
- FDF - Faculty Discretionary Funds (061000)
- Internal Projects (062000)
- FDG - Faculty Development Grant (064000)
- SURG - Small Undergraduate Research Grant (065000)
- Consortia or Affiliate Program (066xxx)

Temporarily Restricted (TR)

- Endowed Department Operations (100000)
- Endowed Faculty Discretionary (140000)
- Contributions - Department Operations (200000)
- FDC - Faculty Discretionary Contribution (240000)

Award Number: _____
 Project Number: _____ Task Number: _____
 Task Organization Name: _____
 GL Organization Number: _____
 If TR, Name of Donor / Endowment: _____
 If TR, did you review for proper classification as a contribution versus sponsored project? _____
 Provide an indication of the source of funding. _____ If other, specify: _____
 Amount: _____

Provide budget by expenditure type by month below. If no budget is provided, the funding amount will be entered to the default expenditure type, Technical Supplies and Services, in the first month of the award or in the month of the award change.

Expenditure Type	Month	Amount	Spread over fiscal year (leave Month blank)

Reason for Change/New Award:

Finance Division Use Only
 Processed: _____ Date: _____

Submit completed form to Financial Reporting
 at intlawardform@andrew.cmu.edu.