

University of Northern Iowa Foundation Request for External Funds

Current Date _____ Grant Date Deadline _____ Account # _____

_____ Copy of grant proposal attached

Project director: _____

Title of project: _____

Period of support: _____ through _____

Sponsoring agency: _____

Budget Information

Funds requested.....\$ _____

Matching or cost-sharing commitments.....\$ _____

UNI Sources

Account #	Approved by	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Sources

Amount

<i>Total project budget</i>\$ _____

Persons authorized to make requests for disbursements from account and receive statements

Name	Campus Code	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Persons authorized to receive monthly statements ONLY (Copy Holder)

Name	Campus Code
_____	_____
_____	_____



Special Approvals

(Clearances required for university resources and/or compliances)

_____ Director, Facilities Planning	_____ Date	_____ Associate VP for Info Technology	_____ Date
_____ Director, Human Resource Services	_____ Date	_____ Human Participants Review	_____ Date
_____ Dean, Continuing Education	_____ Date	_____ Animal Subjects Review	_____ Date

Administrative Approvals

(Application has been reviewed and is judged to be consistent with objectives and capabilities of all involved departments and colleges)

I accept responsibility for over-expenditures and disallowed charges on the above account and agree to cover them from other sources.

Signature of Dean

Date

Signature of Department Head/Director

Date

Other approvals:

Vice President, UNI Foundation

Date

UNI Foundation Accountant

Date

If the budget is revised for any reason, you must consult with the UNI Foundation Accounting Office.

APPROVED BUDGET OBJECT CODES

When developing your project budget, the UNI Foundation Accounting Office asks that you place expenses into the following categories.

Salaries, Wages & Fringe Benefits
Travel
Departmental Supplies
Postage
Non-Capitalized Equipment
Hospitality
Membership Fees
Leases & Rentals
Telecommunications/Misc.
General Services

Printing
Professional Services
Honoraria/Awards
Shipping/Misc.
Other Fees
Utilities/Repairs
Student Aid
Capitalized Assets
Library Materials
Land, Building, Improvements

Debt Service
Other

*For a detailed explanation of budget categories,
Call Sue Schuerman at the UNI Foundation: 319-273-6078*

Return this form to: UNI Foundation – Attn: Sue Schuerman
205 Commons Mail Code: 0282

UNI FOUNDATION REVIEW RESPONSIBILITIES FOR GRANT PROPOSALS

Proposals will not be submitted without proper University approvals and clearances

Special Approvals (as appropriate)

Director, Facilities Planning assures that space specified in the proposal will be available upon award of the project.

Director, Personnel Services assures that new personnel to be hired for the proposed project are properly classified and that compensation to be provided is appropriate to the classification.

Director, Continuing Education assures that Continuing Education activities included in the proposed project meet division guidelines.

Director, Computer Services assurances:

1. Computer services required by the proposed project will be available.
2. The costs for such services are appropriately budgeted.
3. Proposed computer equipment purchases would be compatible with ACS equipment.

Administrative Approvals

Departmental Level assurances:

1. Release time is approved for project personnel.
2. Sufficient departmental facilities and equipment will be available.
3. The project fits within the overall objectives of the department.
4. Fiscal responsibility is accepted for proposed cost sharing requirements.
5. Fiscal responsibility is accepted for related overexpenditures and audit disallowances (department to which project director is assigned.)
6. If equipment is to be purchased with project funds, no comparable piece of equipment exists which would be available for use on the project.

College/Division Level assurances:

1. Concurrence is reached with the judgments made at the departmental level.
2. The worthiness of the project is verified in terms of collegiate/divisional objectives.
3. Fiscal responsibility is accepted for collegiate/divisional cost sharing as may be requested.

UNI Foundation Level assurances:

1. A review has been conducted and the project is consistent with the University's mission of teaching, research, and public service.
2. Concurrence is reached with the judgments made at collegiate and departmental levels.
3. An institutional review for the protection of human or animal subjects has been or will be conducted as required.
4. All involved departmental, collegiate, and other appropriate University personnel have approved the proposal.
5. A fiscal review has been conducted and a justified budget is consistent with the programmatic goals and objectives and UNI Foundation accounting procedures.
6. The proposed project is consistent with University and sponsoring agency policies and procedures.
7. All necessary financial reports will be prepared by the UNI Foundation Accounting Office.