

Request For Funding Process

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

Faculty members who feel that a special resource (such as computer hardware, software, equipment, etc.) would improve their research or teaching should initiate their request in writing to their department chair.

The request should be prepared on a special form. See College of Business Request for Funds Form. The form contains such information as resource description, estimated cost, and a justification of how the item would assist the individual further the College's mission.

The chair will forward the request with a recommendation to the Dean. Generally, the Dean will act on items of moderate cost. However, items of greater expense generally must meet with approval of the College's Administrative Council.