|  |  |  |  |
| --- | --- | --- | --- |
|  | Intent |  | Actual Request |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date |  |  | Funding Agency |  |
| Dept |  |  | Period Covered |  |
| Project Title |  |
| Calculations: |  | Cost Centers from Which Employee was Originally Budgeted |  | Proposed cost center distribution (New grant cost center to be added with ‘Actual request’) |
|  |
| Employee Name: |
|  |  |  | / |  |  |  | / |  |
|  |  | Cost Center |  | % |  | Cost Center |  | % |
|  |  |  |  |  |  |  |  |
|  |  | / |  |  |  | / |  |
|  |  | / |  |  |  | / |  |
|  |  | / |  |  |  | / |  |
|  |  | / |  |  |  | / |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CALCULATIONS: |  |  |  |  |  |
|  |  |  |  | $ |  |
| RSC by budget year or actual reimbursement period, if less. |  | Interval (Budget Yr or actual Reimb Period) |  |  |  |
|  |  |  | $ |  |
|  | Interval (Budget Yr or actual Reimb Period) |  |  |  |
|  |  |  | $ |  |
|  | Interval (Budget Yr or actual Reimb Period) |  |  |  |
|  |  |  | $ |  |
|  | Interval (Budget Yr or actual Reimb Period) |  |  |  |
|  |  |  | $ |  |
|  | Interval (Budget Yr or actual Reimb Period) |  |  |  |

|  |  |  |
| --- | --- | --- |
| SUBTOTAL |  |  |
|  |  |
| 90% to be Returned to Dept |  |
|  |  |
| 10% to be Retained by Division |  |
|  |  |
| PROPOSED USE OF RSC’S (for use with ‘Intent’) (Be specific & add additional sheet, if necessary): |
|  |

|  |  |
| --- | --- |
| REMARKS: |  |
| DOCUMENTATION (for use with ‘Actual Request’) |  |
|  | Copy of routing sheet and budget pages for a grant account |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | / |  |  |  | / |  |
| Department Head Signature | / | Date | Dean/Assoc. V.P. for Agri-Research | / | Date |