

B. Budget Estimate

All budget figures must be well-researched, documented, and competitively priced. If traveling, follow the travel policies summarized at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>

▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____
Subtract any unused CAD professional development dollars	- \$ _____
Subtract any additional funding received outside of School/Department (FEAD Grant, IPI, Advance, etc.)	- \$ _____
Funding Request Total	\$ _____

C. To be completed by the School Director/Supervisor

Check one:

- Yes, I support this request and: fully fund or partially fund \$ _____
- Yes, I support this request, but have no funding available. \$ 0.00
- I do not support this request. Provide a rationale. \$ 0.00

Funding Request Remaining Balance **\$ _____**

School Director/Supervisor Signature

If additional funding is still requested, please submit this completed form to the Dean's office (Michele Washburn) for the Dean's review.

D. To be completed by the Dean

Amount Funded by the Dean **\$ _____**

Dean's Signature

If the Dean approves the request, the Applicant, School Director/Supervisor, and CAD Finance will be notified. Awarded funding MUST be used in the current fiscal year. Please submit this document along with expenses to your School/department.