



Learning with Purpose

Budget and Financial Planning

Work Ready Life Ready World Ready Learning with Purpose

Project Number: _____

UML Proposed Non-Sponsored Project Form

Form Use: Request for New, Modified, or Project Cancellation / Close

Set ID: _____ Integration: _____ Type of Request: _____ Status: _____

Project Title: _____ Project Total: _____

Type of Funding: _____ Start Date: _____ End Date: _____

Area/Dept.Name: _____ New Dept. ID Needed? _____ Department ID: _____

Project Description:

Project Manager: _____ Project Manager's EMPL ID: _____

The Project Manager is the individual who will be responsible for this project

Dept ID Approver: _____ Approver's EMPL ID: _____

The Dept. ID Approver is the individual designated at a higher level to approve transactions (i.e. The Dean or Dept. ID Chair)

Funding Source Information

Funding Source	Department ID	Fund	Project / Grant

Maintenance Checklist - Budget Office Use Only

Complete Chart Field Set Up

Complete Budget Lines

- | | | | |
|--|--------------------------|--|--------------------------|
| Update Trees (RPT & BDXLATE - If Applicable) | <input type="checkbox"/> | Post Cash Journal | <input type="checkbox"/> |
| Create Speed Types | <input type="checkbox"/> | Post Project Budget Journal (Once Cash JE is posted) | <input type="checkbox"/> |
| Create HR Account Code | <input type="checkbox"/> | Notify Awardees via E-mail of the New Project Budget | <input type="checkbox"/> |

Speed Type Input Section

Effective Date	Speed Type	Fund Number	Department ID	Project Number	Program Code	HR Account

Requestor: _____

Date of Request: _____

Completed By: _____

Date Completed: _____