

Request Details

Date: **Request Type:** ☐ New Project ☐ Revision or Update project (provide detailed explanation below)

Project Number: **Revision reason**

Fund/ Investment Type:

☐ Endowment* ☐ Endowed Scholarship* ☐ Quasi-endowment* ☐ Un-endowed Scholarship* ☐ Charitable Insurance
☐ Deans Fund ☐ Special Purpose ☐ Unrestricted ☐ Department Fund
☐ Other

*Endowed funds and all scholarships require a Donor Gift Agreement signed by the VP of Development and the College or Units Director of Development. Forms received without the appropriate agreement will remain pending until agreement is received.

Project Details

Project Name:

College: **Dept:** **Dept #:**

Project Contact: **Phone:** **Email:**

Financial Edge - Award Management Access - Name & Campus ID for ALL individuals that require access to this project.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
/	/	/	/
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
/	/	/	/

Donor Reporting (Endowments/Scholarships)
Donor Contact:

Name: N/A

Address:

Endowment Reporting Contact:

Name:

Address:

Contributions, Expenditures, and Fund Purpose

Date of first contribution: **Is there a Pledge?** ☐ Yes ☐ No (If yes, attach documentation)

Describe Projects intended use.

Describe Annual fundraising plan. Include expected contributions.

Type of Expenditures: (Choose All that apply)

☐ Scholarships ☐ Equipment ☐ Salary & Fringe ☐ Supplies ☐ Meeting Expenses ☐ Travel
☐ GSU Grants & Contracts Spectrum Expenses (Complete GSU Grants & Contracts Sponsored project form to establish a corresponding project budget and code.)
☐ Other

College/Unit Approvals
Requestor:

Print

Signature

Date

Chair/Director:

Print

Signature

Date

Dean/Vice President:

Print

Signature

Date