

## Investment Funds Stipend Request Authorization Form

Applications for Investment Funds that include a stipend request, either for faculty or staff, must upload this signed form to the application MachForm. Stipend requests will not be considered without this completed form. Use multiple forms if signatures from more than one Dean or Vice President are necessary.

### **DIRECTIONS:**

- The Project Lead must complete the Section 1 of this form, and then, email it to the appropriate Dean (for faculty stipends) or Vice President (for staff stipends) to whom the individual potentially receiving the stipend reports to complete Section 2. Complete forms must be submitted as part of the proposal application. **Be sure to plan accordingly so that all signatures can be obtained in advance of the proposal deadline.**
- Project Lead must attach a digital copy of this signed form to the Investment Fund MachForm. Applications that include a stipend request that do not submit this signed form will be considered incomplete and ineligible for funding.

### **Section 1: To be completed by Project Lead**

**Proposal Title:**

**Project Lead Name:**

**Project Lead E-mail:**

**Project Lead Department:**

Name(s) of person(s) to <i>receive</i> stipend:	Title(s) of person(s) to <i>receive</i> stipend:

Requested stipend amount(s): \_\_\_\_\_

Please explain why a stipend is needed. Be sure to explain how the work to be performed falls outside the intended recipient's normal work responsibilities.

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**Section 2: To be completed by either the Dean (for faculty stipends) or Vice President (for staff stipends) *to whom the individual potentially receiving the stipend reports.***

**Name & title of authorizing agent (Dean or VP):**

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**Stipend Justification**

☐ I certify that the requested stipend is a legitimate expense (i.e., the work involved falls outside the intended recipient's normal job duties)

**Stipend Amount** *(please check only 1 of the boxes below)*

☐ The requested stipend amount is reasonable given the work involved.

☐ A more reasonable stipend amount would be: \_\_\_\_\_

**Comments:**

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Signature of Dean/VP

DATE