

APPENDIX C
REQUEST FOR RESEARCH SUPPORT

PART 1: To be completed by person requesting the work and reviewed with research staff who will complete the work.

Requested by PI: _____ Date: _____

Project title: _____

Check one: machining _____ physical testing _____ chemical analysis _____

Description of work: _____

Additional details or copies of specific methods may be attached if necessary.

Start date _____ End date _____

Estimated cost of materials _____

Estimated salary _____ for _____ (name of person performing work)

Estimated laboratory cost _____

Total _____

Requester signature _____ date _____

Supervisor signature _____ date _____

Once Part 1 of the form is complete research staff will make copies and distribute to the PI, supervisor, and accounting.

PART 2

Account number or project acronym _____

Authorization to start work: PI signature _____ Date _____

Date final results were achieved _____

Actual cost of materials _____

Actual salary cost _____

Laboratory cost _____

Total _____

Support staff signature _____ date _____

Supervisor signature _____ date _____

The research staff performing the work will be responsible for completing a copy of Part 2 of this form. Copies will be distributed to the PI, supervisor, and accounting.