

OFFICE OF STUDENT RESEARCH | MEDICAL EDUCATION

Student Scholarly Project Funding Request Form

POLICY & ELIGIBILITY: Funding is capped at **\$1,500 maximum** per student project. Eligible expenses include participant stipends, lab supplies, datasets, and software. **Travel and conference expenses are STRICTLY INELIGIBLE.** Cost Center: 2064/H0096/B3974/NA.

1. APPLICANT & PROJECT IDENTIFICATION

Student Full Name:

Student ID #:

Class Year / Cohort:

Student Email Address:

Faculty Mentor Name & Email Address:

Project Title:

2. PROJECT DESCRIPTION & BUDGET JUSTIFICATION

Project Description (Brief Summary of Research Objectives & Methodology):

Budget Justification (Detailed explanation of why each requested item is required for the project):

3. ITEMIZED BUDGET BREAKDOWN (MAX \$1,500)

#	Item Description / Specific Product or Service	Category	Qty	Estimated Cost (\$)
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
TOTAL REQUESTED FUNDING:				\$

4. REQUIRED ATTACHMENTS CHECKLIST

☐ Itemized Shopping Cart Screenshots / Vendor Quotes

☐ Completed Budget Justification / Itemized Details

☐ Dual Signatures (Student & Faculty Mentor)

☐ Additional Attachments / Budget Overflow Sheets (if applicable)

5. REQUIRED SIGNATURES

Student Signature:

Date:

Faculty Mentor Signature:

Date:

6. ADMINISTRATIVE APPROVALS & FINANCIAL ROUTING (INTERNAL USE)

Approval Level / Role	Reviewer Name	Status	Signature & Date
1. Course Directors Student Scholarly Project	Course Directors	☐ Approved ☐ Denied	
2. Academic Standing Verification Office of Student Affairs	Office of Student Affairs	☐ Approved ☐ Denied	
3. Department Head / Program Director Office of Student Research	Office of Student Research	☐ Approved ☐ Denied	

Approval Level / Role	Reviewer Name	Status	Signature & Date
4. Financial System Approver System Approval	Yolando Buffalo	☐ Approved ☐ Denied	
5. Financial Processing OME Financial Coordinator	Tiffany Modkins	Zendesk Ticket #: _____ Cost Center: 2064/H0096/B3974/NA Payment Method: ☐ P-Card ☐ PO / Purchase Request	