

Application to Purchase Computers with Sponsored Research Funds

Instructions: Evaluation of computer purchases should be made by department and Office of Sponsored Research as appropriate and justifiable for sponsored research costs, since such purchases are normally considered part of institutional F&A costs. This application may be sent to Office of Sponsored Research (Attention: Award Management Program Administrator for project/account's research administration department) to obtain approval for purchase of computer. Approved form may be attached to purchase requisition or check request, but should be kept by department for documentation of allowable cost exception for sponsored research.

1. PROJECT ID TO BE CHARGED (5xxxxxx): 5 FORMTEXT
2. PROJECT TITLE: FORMTEXT
3. PRINCIPAL INVESTIGATOR (PLEASE PRINT): FORMTEXT
3. DEPARTMENT CHAIR (PLEASE PRINT): FORMTEXT
4. LOCATION OF COMPUTER: FORMTEXT
BUILDING NAME: FORMTEXT ROOM NO.:
FORMTEXT
ROOM TYPE (LAB, OFFICE, ETC.): FORMTEXT
5. EXPLAIN WHY THE COMPUTER IS REQUIRED, IS OF DIRECT BENEFIT TO THIS PROJECT AND HOW IT WILL BE USED. FORMTEXT

6. WAS THE COMPUTER BUDGETED AND JUSTIFIED IN THE BUDGET PROPOSAL AND APPROVED BY THE SPONSOR? YES FORMCHECKBOX NO FORMCHECKBOX
If "NO" explain
FORMTEXT

I certify that the above information is accurate. Any disallowances by the Sponsor or auditors will be borne by the department.

Certified _____
Principal Investigator

FORMTEXT
Date

Certified _____
Department Chair

FORMTEXT
Date

Approved/Disapproved _____

FORMTEXT

Office of Sponsored Research /Vice Chancellor for Research

Date

If disapproved, explain FORMTEXT

Office of Sponsored Research

Last Modified-1/12/2007