

Research Infrastructure Fund (RIF) Request for Support

Office of Research and Scholarship



This form shall be used by UNE faculty, Deans, and Center Directors to request RIF support as described in the “UNE Policy on Distribution of F&A Recovery Funds” which is located at <http://www.une.edu/research/office-sponsored-programs/policies-forms>. Send completed form to ORS@une.edu.

1	Requestor Information	Date of Request
Name: _____		
UNE College: _____		
Phone: _____	UNE Dept(if applicable) _____	
Purpose of request (short description): _____		

2	Type of Request
<input type="checkbox"/> Standard (regular deadlines per email announcement) <input type="checkbox"/> Conference Support/Travel <input type="checkbox"/> Research Equipment <input type="checkbox"/> Bridge Funding <input type="checkbox"/> Other (please describe)	
<input type="checkbox"/> Urgent (rolling basis) <input type="checkbox"/> Equipment repair/replacement <input type="checkbox"/> Hard dollar matching/cost share <input type="checkbox"/> Other (please describe)	
Description: Click here to enter text.	

3	Requested Amount					
A.	Amount Needed (all sources)*			\$		
B.	Amount this Request (RIF only)				\$	
C.	Other Committed Sources (if any) (i.e. college, center, PI IDC account; describe each separately below. While not required, matching funds are strongly encouraged.)	Banner Account				Signature approval for other commitments
	1.				\$	
	2.				\$	
	3.				\$	
	4.				\$	
Sum Totals:				\$	\$	
* To demonstrate your project will be fully funded after RIF support, the two columns must be equal.						

4	Justification
<p>Per UNE Policy on Distribution of F&A Recovery Funds, successful requests for RIF funds will be clearly written, describe in detail how the funds will be used, identify any other available institutional resources to help support the request, and most importantly, indicate how an award of funds will develop research capacity at UNE and/or improve the probability of future external awards to UNE. Any request to utilize RIF funds as hard dollar match or otherwise on a grant application shall also be made using this method, and shall be documented on the UNE pink sheet along with any other match commitments. Requests for RIF funds should initially be submitted concurrently to the Associate Provost for Research and Scholarship and the Director of Research Administration, who will obtain any other necessary approvals, track all requests and commitments, and notify the requestor of all approvals or denials.</p> <p>All requests shall be accompanied with appropriate documentation, including quotes for purchase or repair. Travel requests shall include description of conference location, dates, and the nature of presentation (poster, paper, etc.). Describe what other resources have been sought for this purpose and what other funds are available. Partial funding from the requestor's college or an external source may strengthen the request. Please attach your budget justification and description to this application.</p>	

5	Signatures
I certify that, if funded, all funds shall be used as set forth in this request.	
Requestor Signature	Date

	Department Chair
I have reviewed this request and find it consistent with institutional policies.	
Department Chair Signature	Date

	Dean/Center Director Approval *
I have reviewed this request and find it consistent with institutional policies.	
Dean's Signature	Date
Center Director's Signature	Date
* Center Director's signature (to approve) and Dean's signature (to acknowledge) are both required for any Center application.	

	Do not complete below this line (ORS use only)
Date Received _____	Pool: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Urgent
Amount Approved _____	
Associate Provost for Research and Scholarship Signature	Date