



Office of Graduate Studies  
 212 Koch Hall  
 Norfolk, VA 23529  
 Phone: 757-683-4885  
 Fax: 757-683-3004

**Request for Supplementary Funds  
 For Graduate Student Research**

GUIDELINES ON USE OF FUNDS

Routine funding of graduate research is the responsibility of the student and/or department, and is to be included in initial planning for the research project. Supplementary Funds are reserved for meeting unexpected needs that arise in the research phase of the degree program. Receipts are required and should accompany this form. Support is limited to the purchase of expendable materials, supplies, and non-personnel services. Travel will be funded only in unusual circumstances and on a limited scale. Priority will be given to requests relating to projects which are not funded by external means. Grants are limited to \$100.

**REQUEST AND JUSTIFICATION (In space below, outline your requests and provide a justification for funding based on the above guidelines.)**

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DESCRIPTION OF EXPENDITURES	ACTUAL COST

This research project is not supported by non-University funding.

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Students name (type or print) \_\_\_\_\_ UIN \_\_\_\_\_

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Students Signature \_\_\_\_\_

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Address \_\_\_\_\_

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
 Graduate Program Director Date Advisor Date

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Department Chair \_\_\_\_\_ Date \_\_\_\_\_ Vice Provost for Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Original: Office of Graduate Studies