



Date Project Initiated: _____

Project Name: _____

Projects Checklist

Use for Special Project and Research Accounts

<i>To request an account, ensure you send (if applicable):</i>	√	<i>Date Completed</i>	<i>Comments</i>
Proposal Copy			
Projected Budget (detailed) - see Note 1			
Signed Project Contract - see Note 1			
Additional Paperwork (Letters/Email)			
Signing Authority Notification Form - Completed			

Once the above has been gathered, submit to the Research and Project Account Analyst in Finance (A291) for setup

Please be aware:

Note 1: UFV Admin fee - currently 10% should be included in all project budgets

Please consult with the Director of Finance prior to signing contract if 10% Admin Fee is to be waived

- Only allowable expenses will be fully reimbursed from contracting agencies
- Where a financial report is required, it needs to be signed by the Director of Finance
- Please forward any project-related cheques to the Research and Project Account Analyst for deposit
- If you need a Signing Authority Form, please see Finance

Please forward any project administration-related questions to the Research and Project Account Analyst (4010)

Additional Comments
