



Office of Client Services  
230 West 41<sup>st</sup> Street  
6<sup>th</sup> Floor  
New York, NY 10036

## FORWARD FUNDING REQUEST

**TO:** Edward Kalaydjian, Chief Financial Officer

**From:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I have been authorized to act on behalf of the college President in requesting Research Foundation forward funding for the below project:**

Project Number: \_\_\_\_\_

Project Director: \_\_\_\_\_

Start Date: \_\_\_\_\_

Project Budget: \_\_\_\_\_

Forward Funding Request: \_\_\_\_\_

This funding will be returned to the Research Foundation by: \_\_\_\_\_

If this grant, contract or renewal is not funded by the sponsor or if conditions of the award cause disallowances, the Research Foundation is authorized to re-coup all cost by charging the college's Facilities and Administrative Recovery account or other discretionary college account(s) administered by the Research Foundation.

\_\_\_\_\_  
*Approved by: Grants Officer*

\_\_\_\_\_  
*Approved by: College President/designee*

\_\_\_\_\_  
**For RF Use:**