

**Guidelines for Memos Requesting Program Development Funds from the
Office of the Vice President for Research**

Date

MEMORANDUM*

TO: Dr. Glen A. Laine
Vice President for Research

THROUGH: Dean(s) or Highest Level Administrator(s) - All contributors of funds

THROUGH: Department Head(s) or Director(s)

FROM: Requestor(s)

SUBJECT: Request for funds for _____

Memo must include:

- Signatures of department head/dean or applicable administrator
- Total amount requested and duration of the commitment (i.e., one-time, two years, etc.)
- A description of the need for funds and applicable dates/timelines
- A budget and description of how the funds will be spent
- How the funds will advance research activities at Texas A&M University
- List of funds and/or commitments by other units
- Include any additional documentation to support the request
 - vendor bids (if applicable)
 - short curriculum vitae from requesting principal investigator

Photo Copies to:

- Other contributors (if applicable)
- Assistant Dean(s) for Finance

***NOTE:** Do not use this memorandum format for matching cost share requests. That type of request may be found at <http://vpr.tamu.edu/resources/forms/matchingrequestform>.