*Date*

**MEMORANDUM**

**TO:** Dr. Jack G. Baldauf

 Vice President for Research

**THROUGH:** Dean(s) (or Highest Level Administrators) - All contributors/requestors of funds

**THROUGH:** Department Head(s) (or Directors)

**FROM:** Requestor

**SUBJECT:** Request for funds for \_\_\_\_\_\_\_\_\_\_\_

Memo must include:

* Signatures of department head/dean or applicable administrator(s)
* Total amount requested, duration of the commitment (i.e., one-time, 2 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 and university & unit priorities
* List funds and/or commitments by other units
* Vendor bids (if applicable)
* Any other documentation to support the request

Guiding Principles

In general, priority will be given to funding requests that:

* include a financial contribution from the college/school that is equal to 66% of the request.
* are interdisciplinary in nature
* will increase the Texas A&M base of federally funded research
* have a fixed time period
* enhance the visibility of the Texas A&M research enterprise and reputation
* increase the capacity and capabilities for performing research

Except in very rare circumstances, the Division of Research does not provide ongoing salary support, bridging or new faculty startup funds.