

New Project Code (NPC) Request

This form is to be used to create a new project code.

A project is a business task involving a pre-determined goal to be achieved by a specific date, using pre-defined funds and resources. A project differs from routine University activities in that it involves a risk element with regard to time, budget & capacity.

Project Name	
Project Description: <i>Provide scope of work</i>	
Start Date	
End Date	
Project Profile <i>(Check one box):</i>	<input type="checkbox"/> Gift Project <input type="checkbox"/> Endowment Project <input type="checkbox"/> Sponsored Project <input type="checkbox"/> Miscellaneous Project
Responsible Cost Center <i>(name of department, or university division)</i>	
Responsible Person <i>(project director, or principal investigator)</i>	
Function Area: <i>(Check one box that best describes the function of the project):</i>	<input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Public Service <i>(includes training)</i> <input type="checkbox"/> Academic Support Check one box: <input type="checkbox"/> Library <input type="checkbox"/> Administration <input type="checkbox"/> Computing <input type="checkbox"/> Student Services <input type="checkbox"/> Institutional Support Check one box: <input type="checkbox"/> Executive Management <input type="checkbox"/> External relations, <input type="checkbox"/> General Administration <input type="checkbox"/> Fund Raising <input type="checkbox"/> Operation & Maintenance of Plant: <i>(includes purchase of equipment)</i> <input type="checkbox"/> Financial Aid Check one box: <input type="checkbox"/> Scholarships <input type="checkbox"/> Fellowships <input type="checkbox"/> Auxiliary Enterprises: <i>(funds to establish an income generating unit)</i>

Prepared & Submitted by: _____

Date: _____

Project Director or Principal Investigator

Approvals: _____

Date: _____

Area Head & Responsible CC *(As applicable)*

For Budget Office/Grant Accounts Services Use Only:

Project Code	
WBS Code	
Date Opened	
Opened by	

NOTE: SUBMIT THIS FORM TO THE BUDGET & FINANCIAL PLANNING OFFICE, OR TO GRANTS ACCOUNTING (in the case of SPONSORED PROJECTS). A PROJECT CODE WILL BE ASSIGNED & COMMUNICATED TO THE PROJECT DIRECTOR, OR PRINCIPAL INVESTIGATOR.

CC: Project Director/Principal Investigator
Development Office
Office of Sponsored Programs
Controller's Office