

Integrated Cluster Project Proposal Budget Form

Note: Any IC Projects not requiring specific Integrated Cluster funding do not need to complete this form.

The intent of this form is to identify and quantify incremental expenses requiring funding from the PSU Integrated Cluster initiative. This form is intended to be used as a budget estimating tool and is a required input to the Integrated Cluster Project Funding Process. When IC funding is being requested, the Project Proposal Budget Form must be accompanied by both the IC Project Proposal Form and IC Project Planning Guidelines Form for a complete submission package.

Project Title: Healthcare Career Fair

Project Proposal Submitter: Kathleen Patenaude, EdD, RN, CNE

Home Cluster: Health & Human Enrichment

Other Sponsoring Clusters: n/a

Project Form Completion Date: 2/15/2017

I understand that project funding may not be approved and that no reimbursements are possible prior to approval. Further, I understand it is my personal responsibility for any expenses incurred prior to approval.

Faculty Release Time

- This project DOES NOT require Faculty Release Time
- This project DOES require Faculty Release Time (**complete below**)

Department Chair(s) contacted: Kathleen Patenaude

Department Chair(s) Approval Date: 2/15/2017

Anticipated Project Duration: One Semester

Provide a brief description for each of the following topics (**aligned to the Excel Spreadsheet on Page 2**):

Personnel Needs: none

Supply and Material Needs: printing, flyers, brochures, promotional materials, name tags, signage, decorations, giveaways, refreshments

Travel Needs: none

General Operating (Other) Expense Requirements: Room set-up: tables, chairs

Other Funding Sources for the Project: none

Please note whether your project is either a one-year project or has the potential to be a multi-year project if funds were to be available. **Only one-year funding will be awarded**, so a multi-year project should be framed in one-year increments. Annual funds awarded must be expended within the academic year budgeting cycle.

