PROJECT INITIATION FORM
REQUESTOR INSTRUCTIONS

Please download the Project Initiation Form to your desktop.
The digital signature fields that are required on page 3 are NOT
available if you fill out the form in your web browser.

1. Fill out as many details on the form as possible and make the best guesses when unsure.

2. An account number and the amount of available funds are required fields.

3. Requestor should enter the applicable names on page 3 for the Business Manager / Cost Center Manager and the Dean / Director / Controller.

4. Email completed digital form for electronic signatures. The signatures indicate fiduciary responsibility for this project using the account number provided. Please attach the Approver Instructions located in the Tutorials box on the website to the email.

5. Depending on the approvals needed for your particular department, the requestor could receive the form back as many as four times. **Academic Colleges, Departments & Units must route to EVP/Provost for signature before sending to EVP/CAO.**

6. When you receive the email from an approver, open and check that contains the appropriate signature and then you may simply forward that email to the next approver. Please attach the Approver Instructions located in the Tutorials box on the website to the email.

7. After all necessary signatures have been received, the requestor should email the form and any drawings or additional documents to project_initiation_forms@docs.e-builder.net