



UW-Madison Non-Sponsored Project Divisional Request Form

UW-Madison Business Services, 21 N. Park St., Suite 6101

Please check one:

New Project (project number will be assigned)
Project Number:

Change Project:

Hold Project:

Close Project:

Project Dates* (mmddyyyy)
Start *

End*

Budgetary Dates (mmddyyyy)
Start

End

Owning Department
(Primary Department ID):

Project Title
(short description-30 characters maximum)

Fund* (3-digit) **Dept. ID*** (6 digits maximum)

Program Code*
(Multiple selection available by holding down "Ctrl" key and selecting values. To remove a selection, hold down "Ctrl" key and select value.)

UW Project Type

PI/MGR Name*:

PI/MGR Employee ID:

PI/MGR E-mail address:

Would you like this project added to PlanUW for budget/forecast purposes? **Yes** **No**
**If you have questions please contact your divisional budget/finance office.*

Optional Information:

Project Description
(long description-256 characters maximum)

Co-PI/MGR Name:

Co-PI/MGR Employee ID:

Co-PI/MGR E-mail Address:

233 Projects ONLY - ALSO please fill out information below:

Donor Name Clearance Approvals Approval Date Expiration Date Protocol ID

Regent Category

Requestor

E-mail

Phone

Divisional Approval

Date

[Route completed form to: sfssetup@bussvc.wisc.edu](mailto:sfssetup@bussvc.wisc.edu)