**SUNY RF**

**Research Management and Support (RMS) Awards Request Form**

**Date**: _____          **Requestor:** _____

Please complete applicable sections and e-mail requests to: ResearchManagementandSupportAwards@rfsuny.org

| **Type of Request for Annual Allocation** |
| --- |

Please select applicable instructions.

**NOTE: FOR ALL OPTIONS BELOW**
**PLEASE INDICATE THE DISTRIBUTION OF YOUR BUDGET ALLOCATION BY PROJECT(S)/TASK(S).**

☐ **Establish Renewal Award**. The renewal award will consist of using the SAME PROJECT #.  A new award and task will be established. Provide prior Project/Task/Award (PTA): _____

☐ **Establish New Award**. Award information remains the same as Existing RMS Award. A new Project/Task/Award will be established. Provide prior PTA: _____

**Note: If the new award information is Changing from your Existing RMS Award, please provide that information in your email.**

☐ **Extend Existing PTA**. Note: **ALL** projects and tasks on the existing award will be extended **unless otherwise indicated** (attach list or list in your e-mail communication).  Provide PTA: _____

☐ **Extend Existing Award and Installment(s) Only**. This option funds at the award level only.  **Funds are not distributed down to project(s) and task(s) at this time.** Provide Award # _____

☐ **Establish New Project(s) or Task(s) Under Existing Award #** _____

☐ **Run Labor Distribution (A to B Process) to Transfer Labor Schedules:**
- Transfer from PTA: _____
- Transfer to PTA: _____

| **Budget Information: Undistributed** |
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| If award has multiple projects attach a budget for each project. |
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| **Approvals:** |
| --- |

Operations Manager or Designee (Print or Type Name):

|  |
| --- |

Signature: _____          Date _____