

Engineering Student Design Teams Request for Funding

(Completed requests should be submitted to Jeanett Mallett, 250I McCain Hall)

Name of Student Design Team: _____

Design Team Contact Person: _____ Email Address: _____@msstate.edu

Faculty Advisor: _____ Advisor Email Address: _____@msstate.edu

Advisor's Department: _____

Student Officers for Current Academic Year:

Officer Name	MSU 9-digit ID	Net ID	Major	Class (Freshman, Sophomore, Junior, Senior or Graduate)

Funding Period: (check all that apply)

- _____ Fall 2021
- _____ Spring 2022
- _____ Summer 2022

Budget: (include dollar amounts for each item/activity that you are requesting support for)

Student Travel:	\$ _____
Events:	\$ _____
Leadership Development:	\$ _____
Other:	\$ _____
	\$ _____
	\$ _____

Total Amount Requested: \$ _____

If you are requesting funding for student travel, please complete the following section.

Name of Design Competition or Conference: _____

Location: (City, State) _____

Travel Dates: _____ to _____ Dates of Competition/Conference: _____ to _____

Have you attended this event before? ____ Yes ____ No

Estimated Cost Per Student:

Registration:	\$ _____
Air Fare:	\$ _____
Meals:	\$ _____
Lodging:	\$ _____
Other:	\$ _____
	\$ _____
	\$ _____

Number of Students Attending: _____

Total Amount Requested for Travel: \$ _____

Budget Justification: (Required)

Please provide a justification for attending the competition/conference and a brief description of activities.

Please Provide Justification for Other Expenses:

Events:
Leadership Development:
Other:

Additional Required Information:

(To Be Completed by Departmental Business Manager and Faculty Advisor):

Name of Departmental Business Manager: _____
Signature of Departmental Business Manager: _____ Signature Date
Fund # for Transfer of Funds: _____ (BCOE cannot transfer funds without a departmental fund number.)
Does the student organization have additional support? No ___ Yes ___ Amount: \$ _____
Name of Faculty Advisor: _____
Signature of Faculty Advisor: _____ Signature Date

Reviews and Approvals			
<i>For Engineering Dean's Office Use Only</i>	Any funds from the college?	Yes	No
	Source of funds:		
Total Amount Approved: \$ _____			
_____ Dean/Associate Dean	_____ Signature	_____ Date	

