URCO
University Research Coordination Office

REQUEST FOR CREATION OF PROJECT ACCOUNT FOR EXTERNALLY-FUNDED PROJECTS
Term _____ SY _____

An academic unit (e.g. department, research center, institute) should use this form to request for a project account. Please accomplish the form accordingly.

UNIT/RESEARCH CENTER: _____
_____

PROJECT TITLE:
_____
_____

PROJECT LEADER: _____

PROJECT TEAM MEMBERS:
_____
_____
_____

FUNDING AGENCY: _____
_____

PROJECT DURATION: *Start Date:* _____
End Date _____

PROJECT COST: *In Foreign Currency:* _____
In Pesos (as of _____): _____

SHORT DESCRIPTION OF PROJECT: *(please use separate sheet if necessary)*
_____
_____
_____
_____
_____

_____ _____
Project Leader Date
Printed Name and Signature

Endorsed by:

_____ _____
Research Center Director/Institute Director College Dean
Printed Name and Signature Printed Name and Signature

_____ _____
Date Date

_____
Associate Vice Chancellor for Research
Printed Name and Signature

_____
Date

Send EFP Form #1 to the Office of the Associate Vice Chancellor for Research (OVCR), Yuchengco 306 together with a copy of the signed Memorandum of Agreement (MOA)/contract.

For Accounting Office:

Account no.: _____

Date created: _____

_____ _____
Assistant Controller for Financial Accounting Date
Printed Name and Signature