URCO
University Research Coordination Office

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

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/MANAGER: _____

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/Manager
Printed Name and Signature
Date

Endorsed by:

_____ _____ _____
Research Center Director/Institute Director
Printed Name and Signature
Dean
Printed Name and Signature
Vice Chancellor for Research
Printed Name and Signature

_____ _____ _____
Date
Date
Date

Noted by: _____ _____
URCO Director
Printed Name and Signature
Date

Copies of the EFP form #1 for VCR, Project Leader/Manager, Research Center Director/Institute Director

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For Accounting Office:

Account no.: _____

Date created: _____

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