

# Appendix B

## Core Request Form

| ----- Complete Items Below -----                                                                                                                             |                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Date of Request                                                                                                                                              |                                                                        |
| Name of Core                                                                                                                                                 |                                                                        |
| Core Service(s)<br>(List services or provide attachment)                                                                                                     | <input type="checkbox"/> Attached                                      |
| Core Director Name / email                                                                                                                                   |                                                                        |
| Sponsoring Department/Unit/School                                                                                                                            |                                                                        |
| Requested Start Date                                                                                                                                         |                                                                        |
| Please attach: <ul style="list-style-type: none"><li>• Written Proposal/Core Business Plan</li><li>• Core Rate Analysis/Rate Development Worksheet</li></ul> | <input type="checkbox"/> Attached<br><input type="checkbox"/> Attached |
| % External Users                                                                                                                                             |                                                                        |
| % UMassD Internal Users                                                                                                                                      |                                                                        |
| % Non UMassD Internal Users                                                                                                                                  |                                                                        |
| % UMassD Internal Users from Federal Sources                                                                                                                 |                                                                        |

Signatures:

**Core Director**

I agree to monitor the activities of the Core to ensure that the services provided are as described on this request form and that expenses charged to this Core directly benefit the activities of the Core.

\_\_\_\_\_  
Director Signature                      Date

**Administration Approvals**

It is agreed that the establishment of this Core is critical and that the Department/Unit, School & Administration will provide the necessary administrative and financial support needed to maintain this Core and to cover any deficits on this account on a fiscal basis as stated in the proposal and in the comments below.

\_\_\_\_\_  
Department Chair Signature                      Date

\_\_\_\_\_  
Dean Signature                      Date

\_\_\_\_\_  
SPA Signature                      Date

\_\_\_\_\_  
VC for Research Signature                      Date

\_\_\_\_\_  
Provost or his/her designees Signature                      Date

\_\_\_\_\_  
VC for A&F or his/her designees Signature                      Date

Request Approved

☐

Request Denied

☐

\_\_\_\_\_  
Date

Remarks: