

Requests from Teaching and Research Faculty
for Co-Sponsorship of Events by the Office of Academic Affairs

ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

Submissions must be submitted electronically to Elaine Pearson at empearson@odu.edu.

Deadline for submissions: rolling

Minimum amount that can be requested: \$2,500 (must not account for more than 25% of the total projected budget for the event)

Form of request: detailed budget for expenditures which includes an Excel spreadsheet documenting support from other units, additional 500-word (maximum) rationale in support of request, and written approval by the dean of the college housing the requesting department, school or program.

Factors to be considered in reviewing requests:

1. How will the event advance the mission of w4B%n of 1a refnBTF.15 T-o.15 Tm0 (a)7.0000092 0 612 72 reV