

**CNS Support Request Detail:
Other Support Request**

Required for a other support request:

Please provide the information requested below. Please use a separate piece of paper if more room is needed.

Requested Information:

- 1. Please provide a detailed description of the request including a start date and end date of support (if applicable.)**
- 2. Please provide a detailed budget of request.**
- 3. Please describe how this work will benefit the CNS community as a whole.**
- 4. Describe any other funding sources funding part of this request, if any.**

Specific Policies Regarding Other Requests:

- Any costs not specifically approved as part of this request are the responsibility of the requestor.**
- A final report is required within 90 days of the end of the period of support.**
- Depending on the nature of the request, CNS may require a write up for the CNS website and/or newsletter.**

GENERAL POLICIES REGARDING ALL CNS SUPPORT REQUESTS

All requests must conform to all CNS, FAS, and Harvard University policies.

CNS Directors Group may negotiate the terms and conditions regarding a support request before or after approval.

CNS management should be notified and approve of any significant changes to the project/request prior to their taking place.

Willful disregard of the policies regarding CNS support funding can result in forfeiture of support.

Decisions on requests will be made by the CNS Directors Group including the Technical Director. Large requests may also go to the CNS Committee for comment at the Directors Group's discretion.

All funds must be spent in the budget period for which they are approved (if applicable.)

All expenses must go through, or be coordinated with the CNS Administrative Office.

Requestor Name:

Date:

Signature:

Department or Affiliation:

For CNS office use only:

Date Received:

Date Considered by Directors Group:

Disposition: