

**CNS Support Request Detail:
Seminar/Workshop Support Request**

Required for a seminar/workshop 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 event including speaker list, agenda etc.**
- 2. Please provide a budget detailing CNS support requested**
- 3. How will this event benefit the CNS community**
- 4. Describe other sources of funding being used to fund seminar/workshop, if any**

Specific Policies Regarding Seminar/Workshop Requests:

- **CNS does not support Faculty/student travel to conferences or workshops. Seminar/Workshop requests should be for events held at or near Harvard.**
- **Excess funds cannot be rolled over for different purposes.**
- **CNS does not provide support for alcoholic beverages.**
- **Any expenses that require reimbursement must be made within existing FAS and HU Travel office guidelines.**
- **Expenses must be approved by and go through the CNS Administrative Office.**
- **Any additional costs above and beyond the amount of an approved request must be made as an additional request.**

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: