APPENDIX A

Guidelines for Preparing AFF Allocation Request

Submit the completed request form with any necessary documentation to the AFF by April 15; late requests will not be considered.

The Allocation Committee determines funding to a maximum of \$3,000 per request based upon the following criteria:

- Does the request support and promote medical education, research, or clinical care?
- Has this request been submitted in previous years?
- What additional funding sources have been or will be approached to satisfy the request?
- Funding requests for food, entertainment, hospitality supplies, travel, and lodging will not be considered.
- If the request is approved by the AFF, the allocated funds will be transferred to the appropriate fund number through the Office of University Development.
- The recipient is required to complete an AFF Progress Report by February 28 and Final Report by July 1 describing how the funds have been utilized. Failure to issue a status and final report will jeopardize future allocation availability.
- Allocation of the AFF funds is specific to each request and must be used for that purpose. If you are unable to use the funds in the manner requested, the funds must be returned to the AFF.
- If funds are allocated to you and you wish to redistribute the funds for a different purpose under the same proposal, a request must be submitted to the President of the Association of Faculty and Friends for approval.
- There may be a random review of the allocations throughout the year.