Checklist for Business Plans or Cost-Sharing Requests

Purpose: The following form is to be used to request resources from the UC Davis School of Veterinary Medicine Dean’s Office. It forms the basis of a business plan for major expenditures or investment of funds and resources. These requests include: equipment, personnel, service contracts, bridge funding, travel, etc. Please provide concise explanations and appropriate supportive documentation to avoid delays in processing. Also, please obtain concurrence and possible cost-sharing from your Department Chair or Center Director prior to sending this form to the Dean’s office.

Project Scope (attach project abstract or summary):

Date of Application:

Date Decision on Funding Needed (note request should be made at least 1 week prior to due date):

Initiator of Request (with complete contact information):

Description of Request (provide brief description – no more than 1 page):

Justification and Relationship to SVM’s Strategic Initiatives (50 words max):

Total Funds Requested (include current and future anticipated expenditures or maintenance costs, fringe benefit costs for personnel, etc.): 

Approval Obtained from Department Chair or Center Director: yes/no

Additional Space Needs (associated with this request):

Detailed Budget (if cost share, provide grant or foundation funding page). Provide Total Budget by Year - attach line item budget for full project, including all relevant costs, sources of income, fees, personnel salaries, supplies, equipment, etc.

Duration of Requested Support:
Briefly Describe (as applicable):

- **Anticipated Benefit to the Unit or School:**

- **Matching or Leveraged Support from SVM or Non-SVM Participants/Partners/Donors** (include documentation and letters of support with specific matching funds and cost sharing amounts by year if multiple years):

- **Relationship to Unit or SVM Strategic Partnerships** (e.g., State of California, School of Medicine, etc.):

- **Equipment/supplies** (potential users, include documentation and letters of agreement of utilization):

- **Equipment/supplies** (identify where item is to be located):

- **Staff development** (how this will benefit education or training? any requirements for training of staff?):

- **If Clinically Related, Project’s Estimated Impact on Veterinary Teaching Hospital Caseload and Clinical Revenue or Client Survey Data to Support Project:**

- **Project’s Need for SVM Staff Support** (if applicable, e.g., web design, marketing and communications, IT support, other):