



A program, track, or student group may request funds from the Graduate School to support special events or equipment. These funds may be used to support a speaker honorarium, transportation, facilities/food, software, and/or equipment.

Group: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Number of Students Impacted: \_\_\_\_\_

Description: \_\_\_\_\_

Event Date(s), if Applicable: \_\_\_\_\_

Is this request tied to a graduate course? ☐ YES | Course Nbr: \_\_\_\_\_ ☐ No  
e.g. GRAD 700

Please provide details, indicating the benefits of this use of funds to graduate students and postdocs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request recurring? ☐ YES ☐ NO Frequency of funds needed: \_\_\_\_\_

### FUNDS BEING REQUESTED

Speaker Honorarium: \$ \_\_\_\_\_ Software: \_\_\_\_\_

Transportation: \_\_\_\_\_ Equipment: \_\_\_\_\_

Facilities/Food: \_\_\_\_\_

Name of staff person overseeing funds use: \_\_\_\_\_  
Phone

Signature of staff requestor: \_\_\_\_\_

**SUBMISSION:** Please submit to Denise Wolfe ([dewolfe@wakehealth.edu](mailto:dewolfe@wakehealth.edu)) at least 30 days prior to the need for funds.

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### FOR GRADUATE SCHOOL ONLY

☐ Approved \$ amount approved: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Not Approved \_\_\_\_\_  
Signature of Director or Dean