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|  | | | | | | | | | | | **Create / Update Project Request** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *\*Denotes a required field.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Business Unit *(5 digits)*: | | | | | | |  | | | | | | Requested By: | | | | | | | | |  | | | | | | | | | | | | | | | | Date: | |  |
|  | | | | | | | | | | | | | Entered By: | | | | | | | | |  | | | | | | | | | | | | | | | | Date: | |  |
|  | | | | | | | | | | | | | Project ID *(new project)*: | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Requested** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Create New Project^ | | | | | | | | | | | | | | |  | | Update Existing Project | | | | | | | | | | | | | | | | | | | | | | |
| *^ Requires update of Project\_Budget and Project\_Reporting trees if Capital Project related.* | | | | | | | | | | | | | | | | | | Project ID *(of existing project)*: | | | | | | | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **General Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| \*Description *(30 characters max)*: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | |  | | Program *(Summary Project)* | | | | |
| \*Integration: | | |  | | | | | *(Agency Business Unit)* | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| \*Start Date *(default is current date)*: | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| \*End Date *(default is current date plus 1 year)*: | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Long Description: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Projects** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| External Project Number: | | | | | | | | |  | | | | | | | | | | | | Responsible Department: | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disaster Number: | | | | |  | | | | | | | |  | | | |  | | Disaster Indicator | | | | | | | | | | |  | | Property Damage Indicator | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reporting Category: | | | | | |  | | | | | | | | | | | | | | | Reporting Category: | | | | | | | | | | | |  | | | | | | | |
| Reporting Category: | | | | | |  | | | | | | | | | | | | | | | Reporting Category: | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overall Project Budget – Project Amount: | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Grant Information *(if applicable)*:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grant ID Prefix: | | | |  | | | | | | | | Progress Report Status: | | | | | | | | | | |  | | | | | |  |  | | Grant In/Outbound Indicator | | | | | | | | |
| Sub-Grant Number: | | | |  | | | | | | | | Progress Report Date: | | | | | | | | | | |  | | | | | |  |  | | Sub-Grant Indicator | | | | | | | | |
| Fed Catalog Number: | | | |  | | | | | | | | Obligation Date: | | | | | | | | | | |  | | | | | | Grantor Grant ID: | | | | | | | | | |  | |
| Grant Amount: | | |  | | | | | | | | | Obligation Deadline: | | | | | | | | | | |  | | | | | | Fed Declaration Number: | | | | | | | | | |  | |
| Grantor *(Customer ID)*: | | | | |  | | | | | | | | | | | | | | | | | | | Grantee *(Vendor ID)*: | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **User Fields** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Field 1: | |  | | | | | | | | | | | | | | | | | | | Amount 1: | | | | | |  | | | | | | | | | | | | | |
| Field 2: | |  | | | | | | | | | | | | | | | | | | | Amount 2: | | | | | |  | | | | | | | | | | | | | |
| Field 3: | |  | | | | | | | | | | | | | | | | | | | Amount 3: | | | | | |  | | | | | | | | | | | | | |
| Field 4: | |  | | | | | | | | | | | | | | | | | | | Date 1: | | | | | |  | | | | | | | | | | | | | |
| Field 5: | |  | | | | | | | | | | | | | | | | | | | Date 2: | | | | | |  | | | | | | | | | | | | | |
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