

Special Projects Request Form

Maine Agricultural & Forest Experiment Station

Before starting a special project, project directors must work with superintendents to plan workload and discuss cost recovery options.

Special projects are activities that require assistance and/or materials from station farms and greenhouses other than basic services. Examples of special projects include construction of new facilities, off-farm assistance, use of farm staff for project activities, and transportation of equipment or animals.

Principal Investigator:		Date of Request:	
Department:		Email:	
Farm/Facility Name:			
Project Title ¹ :			
Project Description:			
Describe needed supplies, materials, staff labor, external services, cooperators:			
Special Project Start Date:		Special Project End Date:	
Is this a multi-year project:			
Funding Sources (granting agency or organization ²):			

¹Please provide a project or course title suitable for the college annual report to the university.

²This information is being collected for the college's annual farm activity report.

Please note: University of Maine Online Basic Safety Training and MAFES Horticultural Facility Area-specific Safety Training must be completed and documented before any work is conducted in the facilities.

Signature of person requesting space: _____

Account #:		-		-		-	
	Dept		Fund		Program		Project

Authorized signature: _____