College of Engineering and Computing - Office of Research Procedure

Graphic Design Requests

Graphic Design requests should be made via the Graphic Design Request Form available in SmartSheet (Link: https://app.smartsheet.com/b/form/bfa6eff1993144ce8988d6906070b9bf). This will allow the request to be evaluated with regards to scale of work and determine how the renderings will be covered financially (i.e., by faculty member, Department, College, or Vice President of Research Office). Possible splits are outlined below:

Coverage Scale for Resources	
PI/Department	Proposals less than $1M per year, Journal Covers, Websites, Articles, Presentations, etc.

Proposed Split between Resources		
	Proposals of more than $1M per year	Center Proposals
PI/Department	50%	33.33%
College	50%	33.33%
VPR		33.33%
Collaborators	Collaborator should be equal to percentage of budget. Residual will be split as outlined above.	