



# Team UT-Battelle Project Request Form

Please submit the completed form as an attachment to Team UT-Battelle at [community@ornl.gov](mailto:community@ornl.gov).

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

Date/Time: \_\_\_\_\_

Estimated Employee Participation:

## I. Project Captain(s)

Please provide the name and contact information for all designated captains responsible for leading the project.

Project captains must be ORNL employees.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

By signing, project captains acknowledge and agree to follow **Team UT-Battelle Guidelines**.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## II. Funding Requests

Captains may request funding up to \$500 to be applied toward incidental expenses associated with employee participation.

**IMPORTANT:** All funding requests must be submitted in writing 60 days prior to distribution and are subject to committee review and approval.

**Please outline the amount and specific use of funds requested for the project.**

## III. Communications Support

Team UT-Battelle offers communications support to recruit volunteers, promote an event, collect donations, or otherwise raise awareness for staff-led community engagement projects.

**IMPORTANT:** All Lab communications for Team UT-Battelle projects, including *ORNL Today* announcements, digital displays, posters, and other staff-directed messaging, must be reviewed and approved by Team UT-Battelle prior to distribution.

**Please outline any communications anticipated or needed for the project.**

For additional information, refer to [Team UT-Battelle Guidelines](#) or contact [community@ornl.gov](mailto:community@ornl.gov).