



MOUNT SINAI  
QUEENS COLLEGE

## REQUEST FOR SUPPORT

### COURSES

**Instructions:**

- Please fill out the following information at least 8 weeks prior to the course. We will review it for approval.
- After we have approved the course we will set aside the funds for it.
- Mount Sinai School of Medicine will only pay for the charges for which original invoices or receipts are sent to our offices. (If you need to pay for any activities before hand, the best thing will be to obtain your invoices or receipts from your vendor prior to the course)
- Only after we received invoices or receipts we can request check/s from our accounting offices.
- Mount Sinai School of Medicine takes at least 3 to 4 weeks to issue a check, which will then be sent to you.

**Airfare Charges:**

All airfare charges will be paid before the course. Please provide us with all the information necessary for travel arrangements.

Today's Date:

Course Organizer's Name:

Mailing Address:

1. Name of Proposed Course:
2. Summary Description of Proposed Course:
3. Name of Institution or Association Sponsoring the Proposed Course:
4. Dates of Course:
5. Total Number of Hours of Proposed Course:
6. Please use the table below to provide an outline of the topics to be covered by course, as well as the name of the instructor/s who will be teaching each topic.

| Topics to be Covered by Course | Name of Instructor |
|--------------------------------|--------------------|
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7. Use the space below to provide a brief description of the **objectives** of the proposed course.

8. Who are the course participants? Please provide an estimate of the number of participants in the proposed course.

9. Please explain how course participants will be evaluated (final project, short projects, weekly summaries, oral presentations, field project, etc.).

10. Estimated Budget:

Please read the attached budgetary guidelines carefully, so that you do not include items that we will not fund.

| Expense Description | Amount<br>(Local<br>Currency) | Amount<br>(US Dollars) |
|---------------------|-------------------------------|------------------------|
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Your Signature

**BUDGETARY GUIDELINES**

We will not finance the following items:

- Classroom space
- Audio-visual equipment