Request a new Program via Prime Financials:
Go to Prime Financials: From Portal https://prime.princeton.edu/ ➔ Click on Prime Financials ➔ then click “Program ChartField Request” box:

Once on the ChartField Request Page, Click on “Add a New Value” tab, then “Add” which will bring up the ChartField Request Page. Fill out first section, then click “Submit” at bottom of page.

Sample Person-Specific Internal Grant Request, one request should be submitted for each PI and Co-PI*:

*It is strongly recommended to split multi-PI / Co-PI awards across the relevant researchers to facilitate appropriate external disclosures. In unique cases where this is not possible, name all PIs and CO-PIs in the Requested Description field. This field is limited to 30 characters, so last names only if necessary.*