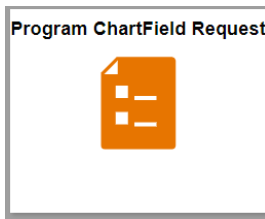


**Request a new Program via Prime Financials:**

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\*:

**To be completed by the Requester**

Requested by	AM25	Request ID	NEXT
Name	Mercogliano, Amy E.	ChartField Type	Program
Email	am25@princeton.edu	Request Date	11/16/2021
Extension	5487	Request Status	New Request
Action	Add	Suggested Effective Date	11/01/2021
		Anticipated End Date	10/31/2024

Requested Description: SMITH, JANE-ABC RESEARCH AWARD

Describe the purpose of this request  
New IA (Internal Award) Program for the ABC Research Internal Grant awarded to Professor Jane Smith in the Science Department.

Expected Annual Activity: \$10,000+

Program Type: Person-Specific

For Interdepartmental and Individual specific programs only

Program Manager: 960844387 Smith, Jane

Additional Access  
Empl ID

Program Manager is the PI or Co-PI of the award. A request should be submitted for each PI or Co-PI on the internal award.\*

Additional Access should be left blank. This part of the form is not functional.

*\*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.*