



Metropolitan Detroit Research & Education Foundation (11R)  
4646 John R, Detroit, Michigan 48201

**REQUEST FOR REVIEW AND APPROVAL OF NON-PROFIT  
SPONSORED EDUCATIONAL ACTIVITY**

<b>1. Request Submitted by:</b> <i>Last Name, First Name:</i>		<b>2. Email Address:</b>	<b>3. Telephone:</b>
<b>4. Sponsor:</b>		<b>5. Contact's Name:</b>	<b>6. Telephone:</b>
<b>7. Title of Activity:</b>			<b>8. Date(s) of Activity:</b>
<b>9. Description of Education and Training Activity:</b>			
<b>10. How will the Activity Benefit the VA:</b>			
<b>11. Attach Program Brochure, Course Description, etc. (if available):</b>			
<b>Requestor's Signature</b>			<b>Date:</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    Reason:			
<b>By:</b>			<b>Date:</b>
<b>Chair, Training &amp; Tuition Support Subcommittee</b>			
For MDREF Use Only			
<b>REQUESTOR – PLEASE COMPLETE ITEMS 1 &amp; 2 IF REQUESTING FUNDS FROM MDREF</b>			
<b>1. Funds are requested to Support the Following Educational Activity:</b>			
<input type="checkbox"/> Sponsor a Seminar			
<input type="checkbox"/> Sponsor Staff or Patients to Attend Education and Training Activity			
<input type="checkbox"/> Request to attend Education and Training Activity			
<b>2. Attach Budget and Description of Proposed Expenditures:</b>			
<i>(I understand there may be a charge of up to a 15% for administrative fees.)</i>			
Expenditure <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    Reason:			
By MDREF Board of Directors on			
Administrative Fee: <input type="checkbox"/> 15% <input type="checkbox"/> Other:			
Mary Jo Brady, Executive Director			