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To: [SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU](#); [SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)
Subject: Capital Forms (CNS, RFLS, CITE) for Provost Signature
Date: Wednesday, January 17, 2024 3:00:00 PM

The following message is being sent on behalf of the Provost Office

Colleagues, we are sharing a new process for capital forms (CNS, RFLS, CITE) that require Provost signature. Rather than emailing the form to Lynne Hunter for Provost signature, please use the following link to upload the form: [Request for Provost Signature](#). This form and process will allow our offices to obtain the information more efficiently that we need for review. You will continue to receive the signed form back via email at the end of the review and signature process. If you have any questions, please do not hesitate to reach out to Jillian Powell (jipowell@upenn.edu) or Casey Boss (bosscc@upenn.edu). This communication has also been sent to your respective schools and centers facilities directors.

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My work hours may be different from your work hours. If you have received this email from me outside of your normal work hours, it is not my expectation that you read, respond or follow up