Nebraska Lincoln

Extension Media Publication Number (assigned by EdMedia) _____

Request for Extension Media Funding/Approval

Date: _____

Publication/Project Title:

Lead Author/Project Lead (include email address):

Department/Unit _____

Date Due: _____

For an Extension numbered publication, submit this form via email to your unit administrator, along with
1) separate files for the manuscript, photos, and any graphics; and
2) copies of all copyright and/or image release forms.

For other media, including mobile apps, websites and web-based apps, videos, audio, spreadsheets, etc., see the ***Extension Allocation for Supporting Media Development by Educational Media*** and submit this form via email. If available, attach related resource material for the media developer.

Subject matter focus of this resource: _____

Action Team Outcome this media product will support and role that it will play (How will product be used? Who is targeted audience?)

Media Format: (Check all that apply)

- ☐ NebGuide
- ☐ Extension Circular
- ☐ 4-H
- ☐ Extension Book
- ☐ Mobile App
- ☐ Video
- ☐ Interactive PDF
- ☐ CD/DVD
- ☐ Curriculum
- ☐ Radio
- ☐ Website Design
- ☐ Other _____
- ☐ Audio
- ☐ Web App
- ☐ ZMags

☐ New ☐ Major Revision* ☐ Minor Revision** ☐ Publication Reprint

(*With major publication revisions, please attach a previous copy. **With minor publication revisions indicate changes on a printout of the previous version.)

For non-publication formats, proposed date for delivering material to EdMedia for development: _____

Indexing Information: (Choose a file category and topic)

Keywords: Choose a File Category and Topic

Publication Printing: _____ Quantity ☐ Color ☐ Black & White ☐ **Web only**

If a revision, should existing copies be removed from inventory? ☐ Yes ☐ No

Previous number and title of publication: _____

EdMedia Cost Estimate (Provide for all media projects other than standard NebGuide or Extension Circular. Include production, editing, layout, and reproduction costs in estimate; show only total cost.): _____

Account/Cost Center Number: _____

Amount requested from Extension Administration: _____ (Attach an approved ***Advanced Approval for Use of Extension Administration Funds to Support New and Substantially Revised Extension Media Products***.)

Name of EdMedia staff making estimate: _____

Reviews/Authorization (All new and major revisions require a minimum of three reviewers, including at least one specialist and one extension educator.)

_____ _____ _____

Intellectual Property Permission: I ensure this publication/media resource does not contain copyrighted material or that if it does, I have obtained written permission to use the copyrighted material, and am attaching copies of the permission.

Signature of Lead Author/Project Lead: _____

Signature of Unit Administrator or Action Team Leader (electronic signature or attached email acceptable): _____

Associate Director's Signature: _____

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