



### E2 Non-Federal Sponsor Request Form

*\*Complete this form if you are requesting to add/modify a Non-Federal Sponsor. All fields are required to be completed.\**

Basic Sponsor Information			
<b>Requested Action:</b>	ADD	MODIFY	DELETE
Enter the full legal business name of the Sponsor (Maximum 50 characters): <b>Sponsor Name:</b>		Required when requesting modify/delete <b>E2 Sponsor ID:</b>	
Primary Street or P.O. Box <b>Address 1:</b>			
Additional street address information, such as Suite or Apartment Number <b>Address 2:</b>			
<b>City</b>	<b>State/Province</b>	<b>Zip Code</b>	<b>Country</b>
Sponsoring Organization Point of Contact Information			
Enter Sponsor's Full Legal Name:			
<b>First Name:</b>	<b>Middle Initial:</b>	<b>Last Name:</b>	<b>Suffix:</b>
Official's role within the sponsoring organization <b>Designation:</b>			
<b>Contact Phone #</b>		<b>Email Address:</b>	
Requesting Office Information			
<b>Requestor's Name</b>	<b>Requestor's Signature</b>	<b>Date</b>	<b>Contact Phone #</b>
<b>Supervisor's Signature:</b>		<b>Date:</b>	<b>Contact Phone #:</b>

For Tier 1 Help Desk Office Use Only
<b>Tier 1 Helpdesk Ticket# :</b>
<b>Tier 2 Helpdesk Ticket# :</b>
<b>E2 Sponsor ID:</b>