**Graphic art consultation request**

* A faculty member who feels that he or she has a need and wishes to utilize the  service will contact Julie Myers-Irvin ([jmm30@pitt.edu](mailto:jmm30@pitt.edu)) to request graphics consultation and  evaluation
* All requests should be received with at least two weeks lead time
* A rough draft of the written document and figures (or figure descriptions) must be provided for review, at which time the PI will indicate which figures are in need of graphic art assistance
* Julie and Paul Kovach will review document and figures to determine need and value to invest in  graphic art assistance for the given project. Requests may be denied at this stage
* For those approved for consultation with a graphic artist, Paul and Julie will choose an appropriate contact (a list of potential free-lance graphic artists will be maintained by Julie and Paul).
* Paul will initiate contact with the selected graphic artist
* After initial contact by Paul, the PI will be responsible for communicating with the graphic artist until the completion of the job
* PI will provide Julie and Paul with a budget estimate at the beginning of the job
* If estimate is over $500, PI will indicate how additional costs will be covered
* The graphic artist will send copy of final invoice both to the PI and to Melissa Penkrot for payment subject to the following constraints:
* Each request is limited to $500 total cost
* PIs or department chairs may arrange to pay for consultations that will cost more than $500 ($500 is the maximum that will be provided from the Associate Dean budget)
* PIs may obtain 2 graphic art consultations per year ($1000 maximum per investigator per year from the Associate Dean for Research)

When submitting a request, PIs should provide the following information:

PI name:

Department:

Type of publication (book chapter, grant, manuscript, etc…):

Request date:

Publication due date: