Requesting a new project

Go to the Request Project form: To request a project you have to be logged in to B-Fabric. Click the "Create Project" link in the add menu ⬚ in the menu bar at the top of the page.

:admin:bfabric:bfabric-newproject.png

Accept the User Lab Project Guidelines: Next you have to carefully read and accept the User Lab Project Guidelines.

:admin:bfabric:bfabric-newproject_accepttandc.jpg

Fill in the form: Now you can fill in the form. Fields with a red dot are required:

- **Project Name:** Choose an appropriate name that well describes the direction of the intended project. Ideally, the name is short and less than 256 characters.
- **Contact:** Select the designated project contact person (for communication with LiRI). Usually it is the same person as the project leader, but it can also be another person.
- **Budget Officer:** Select the budget officer (usually a professor) who is legally and financially responsible for the project.
- **Leader:** Select the designated project leader. This is usually the PI who is responcible for the project.
- **Technologies:** Choose the technology that will be needed in this project.
- **Summary:** The summary is an abstract of the project with less than 200 words.
- **Description:** Provide a detailed description of the intended project in PDF format prepared according to the LiRI Project Description Guidelines. For the preparation of the project description you may use the project description template
                              (Download)
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Billing Data

Billing data will be automaticall filled in with any billing information already provided when the user account of the project requester. Insure that this information is correct or edit it if required.