# **header**

# Request for University Support to Pursue External Funding

**Directions/Process:**  This form is used once you have a fairly solid idea of the specific nature of the project and have targeted a specific sponsoring agency. This form will activate the Office of Sponsored programs (OSP) to work with you more formally as you develop the definitive proposal for submission to a Sponsor. It is important for the Director, OSP to have confirmation that the project has the support of the University/School prior to committing substantial resources to the project. Submit this *Pursue* form to your Dean (or division head) with a copy to the Director, OSP

## General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Sponsor Name: (If Known) |  | Proposal Due Date (If known) |  |
| Principal Investigator (PI)/Project Director (PD) |  | PI/PD Phone Number |  |
| Proposal Title/Subject |  | Email address | |
| Likely Amount Requested (Total Budget): | $ | Indirect (overhead) costs allowed?  Yes  No  Note any limits the Sponsor imposes on indirect costs: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TYPE OF APPLICATION:** | | | |  |  | **PROJECT INFORMATION** |
| ***Purpose*** | |  | ***Type*** |  | ***Sponsor*** | Proposed Project Period (Start/End Dates) |
|  | Research/Scholarship |  | Grant |  | Federal | **From:** |
|  | Training/Professional Dev |  | Contract1 |  | State | **To:** |
|  | Conference/Workshop |  | Subcontract |  | Corporation | Amount Requested: **$** |
|  | Programs/Services |  | Other Agreement |  | Pvt Foundation | Matching/Cost Sharing Required?  Yes  No |
|  | Student Scholarships |  |  |  | Other | Amount of Any Required Cost Share: **$** |
|  | Other |  |  |  |  | Seeking course release?  Yes  No  If yes, how many courses? |

## Description of the Proposed Project (fill in questions below or attach short proposal draft covering these topics if already completed)

1. **Purpose:** Provide a brief statement of 1) theproblem the project addresses; and 2) the groups who are likely to benefit from the project.
2. **Need:** Why is the proposed project needed? What is original or unique about this project?
3. **Outcomes:** What do you envision as the major objectives and or outcomes of the project?

## Please Provide Your Insights in Each of These Areas

1. Describe how this project will benefit you, the University and/or your discipline. How does it fit into the mission and strategic priorities of the University? What outcomes do you expect as a result of this project?
2. Explain why you are prepared to undertake this type of project? And identify the support you believe you will need to prepare the proposal and to carry out the project if it is funded.
3. Given any specific proposal/application deadlines, do you anticipate having sufficient time to prepare a competitive proposal? Do you have enough time to direct the project if funded? Do you need internal and or external people to help you develop the proposal? If yes, how far along are you in identifying these team members? (NOTE: Federal grants can take 6 – 9 months to prepare).
4. What will need to be in place to sustain this project after funding is over? What is the impact on the institution if the project is not sustained?

## Proposed Timeline Development for Proposal/Application Submission

The process of developing a grant proposal or completing a grant application will vary according to the stated requirements of specific funding sources. The complexity of the process will shape the schedule for timely submission of your information to meet the application deadline. A small grant proposal with an uncomplicated private foundation application process can be completed and meet all approvals in as little as 3-4 weeks. A complex large-scale grant is likely to take 3-6 months to confirm the best funding source and then an additional 3 months to prepare an application.

You are encouraged to consult with the Office of Sponsored Programs as early as possible relative to your planned project to establish a timeline that fits your project.

The OSP can refuse to support a project if the timeline is deemed unrealistic.

## Authorizations

|  |  |
| --- | --- |
| Dean/Supervisor Signature | Approved  Denied  Tabled Date:\_\_\_\_\_\_\_\_\_\_\_\_  Notes: |
| Authorized Organizational Representative | Approved  Denied  Tabled Date:\_\_\_\_\_\_\_\_\_\_\_\_  Notes: |
| Director, Office of Sponsored Programs | Notes: |