



NOTICE OF INTENT TO APPLY FOR FUNDING

INSTRUCTIONS

DATE SUBMITTED: Enter the date (--/--/--) you submit this notice for internal review and approval. **APPLICATION DUE DATE:** Enter the date (--/--/--) the funding proposal and/or application packet is due to the funding source.

PROGRAM/COLLEGE/UNIT: This section shall identify the location(s) of program responsibilities, both operational and administrative, to include program(s), college(s), and unit(s) with management and/or operational responsibilities for the proposed program.

COLLEGE CONTACT: This section shall identify the Grant Project Director, to include: name, and telephone number.

FUNDING SOURCE: This section shall identify the source of the funding. If federal grant, provide full agency name. If sub-grant, provide the name for both the federal agency and the state flow-through agency. Provide start and end dates.

GRANT INFORMATION: This section shall identify the grant program being considered. Include the CFDA # (if federal), the program title of the grant; other names, acronyms, etc. by which the program is commonly referred to, amount of funding requested, match required, percentage of match required, both hard cash or in-kind (if in-kind provide detail), grant solicitation fund number, project duration of grant in years, if salaries are proposed, has HR approved salaries (**Note:** requires HR representative signature to approve personnel and benefits costs), and type (programmatic, financial, statistical) of required reports to include frequency.

Has IRB been notified and a letter generated approving the grant for submission to federal agency if awarded: A letter signed by Internal Review Board must be obtained when applying.

GRANT SYNOPSIS: This section shall provide a synopsis, not to exceed one page, of the proposed program, to include: what the program or project proposes to do; what it will accomplish; how it will be accomplished; and how it will be managed, monitored, and evaluated. Following are suggestions to help you develop this summary and eventually, your funding proposal:

- Clearly and specifically define the problem or need the program will address.
- Define your objectives and quantify them, if possible.
- Define the methods you will use to solve the problem or address the need identified.
- Design a workable method to monitor and evaluate the extent to which your program meets its objectives.
- Ensure you have the personnel and resources needed to see the project through. Acquire or obtain necessary initial commitments before proceeding.

SIGNATURES: This section shall identify the Grant submitter; signature of HR representative (if required); college Chair/Dean's approval; and final approval from President/Provost or their designee to submit.



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| DATE SUBMITTED: | APPLICATION DUE DATE: |
| PROGRAM/COLLEGE/UNIT: | |
| PROGRAM CONTACT (Grant Project Director's Name): Telephone Number: | |
| FUNDING SOURCE: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other Agency Name: Start Date: _____ End Date: _____ | |
| GRANT INFORMATION: CFDA Number: Program Title: _____ Amount of Grant \$ Match Required? <input type="checkbox"/> Yes <input type="checkbox"/> No % <input type="checkbox"/> Hard Cash <input type="checkbox"/> In-kind (Provide Detail) | |
| Solicitation/Fund #: | Duration: _____ year(s) |
| If Salaries are proposed have they been approved by HR: <input type="checkbox"/> Yes- (HR Representative Signature Required Below) | |
| REQUIRED REPORTS: Type: | Frequency of Reports: Annual: <input type="checkbox"/> Semi-annual: <input type="checkbox"/> Quarterly: <input type="checkbox"/> |
| Has IRB been notified and a letter generated approving the grant for submission to federal agency if awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No Important to have this done when applying. | |
| GRANT SYNOPSIS: Please attach the following 2 documents 1) A copy of Program Funding Guidelines or Solicitation 2) Provide a synopsis of the description of the proposed project. a) Define current need or program. b) How will grant address this issue? c) How will grant be implemented? d) How will grant be monitored for compliance? e) Does program have sufficient staff and resources to monitor grant to completion? If not, how will this issue be addressed? f) Provide a one-page abstract. | |
| SIGNATURES: Submitted by: _____ HR Representative: _____ College Chair: _____ College Dean: _____ | |

FINAL APPROVAL TO SUBMIT: _____
President/Provost/Or Designee