



Declaration of Intent to Apply for Funding

Institutional approval is required prior to any proposal submission.

- **Step 1:** Discuss your project idea with your Chair and Dean or Director and VP.
- **Step 2:** Complete this form. For questions, call x3635 or visit 324 Hardway Hall.

PRINCIPAL INVESTIGATOR:

OFFICE PHONE:

SCHOOL/DEPARTMENT:

BRIEF DESCRIPTION OF PROPOSED PROJECT (650 character max):

ESTIMATED AMOUNT OF FUNDING TO BE REQUESTED:

I have not yet identified a potential funding source and would like assistance.

FUNDING AGENCY:

NAME OF GRANT/FUNDING OPPORTUNITY:

GRANT DEADLINE:

MATCH/COST-SHARE: YES NO SOURCE: Fund Org

IF YES, DESCRIBE MATCH: Dollar-for-Dollar In-Kind Facility Match Personnel Match

Describe how you intend to meet the match obligation (250 character max)

IS FACULTY RELEASE TIME INVOLVED? YES NO

Next Steps

- **Step 3:** Forward this completed form to Christy.Burner@fairmontstate.edu
- **Step 4:** OGSP will obtain signatures through SignNow and will issue an email once the form is approved.
- **Step 5:** Consult with OGSP as you develop your proposal and budget.
- **Step 6:** Secure any institutional commitments (e.g. IRB approval, Physical Plant, URM, IT, etc.).
- **Step 7:** Complete [Proposal Certification Form](#) and forward to OGSP along with final draft of proposal narrative and budget at least 5 business days prior to deadline.
- **Step 8:** Work with OGSP to submit proposal.

Signatures on this form signify agreement to permit the Principal Investigator(s) to proceed with development of the grant proposal. Signatures below do not imply authorization or commitment of funds, resources, equipment, personnel, etc. for this project.

Principal Investigator
Name _____ Signature _____ Date _____

Co-PI(s)
Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Department Chair(s)
Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Dean(s)/Director(s)
Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

**Office of Grants
and Sponsored Programs**
Name _____ Signature _____ Date _____

**President, Fairmont State Foundation
(when applicable)**
Name _____ Signature _____ Date _____

Vice President, Finance and Administration/CFO
Name _____ Signature _____ Date _____