

## **Declaration of Intent to Apply for Funding**

Institutional	approval is	required prio	r to any	proposa	submission.

⊳ S	<b>tep 1:</b> Discuss yo	ur project idea wit	h your Chair and	Dean or Director and VP.
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> 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	CE: Fund Org					
IF YES, DESCRIBE MATCH: Dollar-for-Dollar Ir	n-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: OSP will obtain signatures through SignNow and will issue an email once the form is approved.
- > Step 5: Consult with OSP 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 OSP along with final draft of proposal narrative and budget at least 5 business days prior to deadline.
- > Step 8: Work with OSP 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 <u>do not</u> 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 Sponsored Programs	Name	Signature	 Date
President of Foundation (when applicable)	Name	Signature	 Date
Provost (when applicable)	Name	Signature	 Date
inance & Administration	Name	 Signature	 Date