FAIRMONT STATE UNIVERSITY™
Office of Sponsored Programs

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

WILL ARTIFICIAL INTELLIGENCE (AI) BE USED IN PROPOSAL DEVELOPMENT? ☐ 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 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 Sponsored Programs	Name	Signature	Date
President of Foundation (when applicable)	Name	Signature	Date
Provost (when applicable)	Name	Signature	Date
Finance & Administration	Name	Signature	Date