



**INTENT TO APPLY FOR GRANTS AND PROPOSALS**

This form is the first step in preparing to submit proposals for external funding. Submit this form to the Office of Sponsored Programs at least **three months prior to the funding deadline, *time permitting***, to allow sufficient time to prepare institutional documentation and inter-office review of the proposal before the final document is ready for routing to the President for final approval to submit.

**Submitted by:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Funding Agency:** \_\_\_\_\_ **Amount Requested: \$** \_\_\_\_\_

- State       Federal       Foundation       Corporation
- Other \_\_\_\_\_

**Submission Due:** \_\_\_\_\_

**Method:**       Electronic       Mail       Other:

**Please attach RFP and provide the Link:** \_\_\_\_\_

**Proposed use of funds:**

**Approvals**

**Signature**

**Date**

**Faculty/Staff/Principal Investigator**

(Print) \_\_\_\_\_

(Sign) \_\_\_\_\_

**Immediate Supervisor**

(Sign) \_\_\_\_\_

**Dean/Chair**

(Sign) \_\_\_\_\_

\_\_\_\_\_  
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**Office of Sponsored Programs Use**