MERCYHURST UNIVERSITY

Intent to Apply for External Funding Form

Directions: The faculty or staff member must complete the form and obtain the required administrative signatures for any grant submitted, regardless of the requested amount. The Director of Government and Foundation Relations should be involved from the early stages in all proposals and gifts/grants to ensure that corporations and foundations are not being over- solicited by the University, ensure that the federal proposals have a maximum chance of funding, confirm that the proposals do not conflict and properly record and recognize all gifts, no matter the amount. All grants and donations, including gifts-in-kind (equipment, etc.), must be processed and submitted by the Office of Advancement. ***Please complete and sign form electronically.***

Proposal Type: ☐ New ☐ Resubmission ☐ Continuation ☐ Revision (Supplement)
☐ Training ☐ Other

1. CONTACT INFORMATION	
PI/Project Director:	Email:
College or Area:	Department/Office:
Telephone & Fax:	
Identify up to three individual faculty members, administrators or staff collaborating on this project:	

2. SPONSOR AND PROJECT INFORMATION	
Deadline Date:	☐ Paper Submission ☐ Electronic Submission
Funding Source:	
Link to Funding Source:	
Project Title:	
Project Type: ☐ Research ☐ Program/Project ☐ Non-academic Support ☐ Training ☐ Other (If Other, describe):	

3. ADVANCEMENT OF PROGRAM, DEPARTMENT AND UNIVERSITY

a). How does this project relate to the strategic priorities of your program, department and the University and how does it contribute to its health, stability or growth?

b) What program(s) or department(s) will be affected by or benefit from this funding?

c) Please provide a brief description of the project.

4. BUDGET INFORMATION AND INSTITUTIONAL CONTRIBUTIONS

a) Proposed Period of Performance: Starts: Ends:

b) Estimated Amount of Request:

c) Does the funding source allow indirect costs? ☐ Yes ☐ No
If yes, what is the maximum percentage allowed by sponsor?

d) Does the funding source require matching funds (cost sharing) from the applicant? If so, what is the requirement? ☐ Yes ☐ No

e) Identify the availability and source of any required for cost share.

f) Will more than one department/program receive support if the proposed budget is funded? ☐ Yes ☐ No
If yes, please indicate the approximate percentage of external funding each department will receive.

g) Does this project propose any faculty release time? *If yes, the Dean's signature conveys approval of release time.*	☐ Yes	☐ No
h) Does the proposed budget include the acquisition of equipment?	☐ Yes	☐ No
i) Does the proposed budget reflect renovation, construction, or rental of space?	☐ Yes	☐ No
j) Will the proposed project require any additional personnel or space?	☐ Yes	☐ No

5. HUMAN SUBJECTS AND CONFLICT OF INTEREST

a) Does the PI/PD or other personnel deemed to be substantively involved in the project have any financial interests that could directly or indirectly affect the design, conduct or reporting of the project?	☐ Yes	☐ No
b) Will the research involve the use of human subjects? *If yes, complete and attach the necessary forms from the Institutional Review Board.*	☐ Yes	☐ No

Administrative Approval:

THIS FORM HAS BEEN REVIEWED AND IS COMPATIBLE WITH DEPARTMENTAL AND UNIVERSITY PRIORITIES.

PI/PD: _____ **Date:** _____

Dept. Chair: _____ **Date:** _____

Dean: _____ **Date:** _____

VP of Academic Affairs: _____ **Date:** _____

VP of Finance: _____ **Date:** _____

VP of Advancement: _____ **Date:** _____

Comments:

Please contact the Department of Government and Foundation Relations if you have questions about completing this form. This completed document should be sent to:

Lisa Lessun, Director
Department of Government and Foundation Relations
llessun@mercyhurst.edu | 315-243-2817 (c)