

INTENT TO SEEK EXTERNAL FUNDING FOR WAGNER COLLEGE

Anyone seeking external funding from corporations, foundations, or government agencies must submit this Intent to Seek External Funding Form as you start to work on developing your proposal.

Submitting this form will ensure that campus personnel involved with external support activities receive early notice of upcoming grants activity and will enable the Development Office to coordinate campus outreach efforts to funders. This will also allow us to alert those on campus who can help you with proposal and budget development.

Please submit this form (with the Request for Proposals or grant application guidelines if appropriate), as early as possible, but minimally two weeks before the proposal due date. If there are any questions, please contact Nick Richardson at nrichard@wagner.edu /ext. 4124.

Name: _____ Title: _____

Department/Office: _____ E-mail address: _____ Ext.: _____

Project Title: _____

Estimated proposal request amount: _____ Proposal Due Date: _____

Status of grant: New grant Renewal Revision Extension

Please identify any additional potential funding sources you are already considering (if any):

1. _____ 2. _____

3. _____ 4. _____

External Collaborators: _____

(Name, Title, Institution, Address, Phone Number)

Compliance Issues (check those that apply)

Human Subjects Other: _____

Please attach a short project description (1 page) and explain if funds will be split between collaborators. Include the purpose of the project, project outcomes, assessment, and a possible timeline. Information provided here will be added to the Wagner College Grants Tracking Document that is presented quarterly to Senior Staff and the Board of Trustees.

APPROVALS

By signing and dating below, the divisional and institutional representatives listed agree that this project should proceed to a full proposal for review and submission.

Academic or Administrative Department Chair _____ Date: _____

Lily D. McNair, Ph.D., Provost and Senior VP for Academic Affairs _____ Date: _____

Angelo Araimo, Senior VP for Planning & Enrollment _____ Date: _____

You must obtain the appropriate signatures prior to submitting this form. Once these signatures have been collected, please send a copy of this form and the one page project summary to each of the following:

Nick Richardson, Faculty Grants Coordinator – Megerle Hall, 4124

Remember to also submit Proposal Submission Approval Form one week prior to deadline

3/20/10