

REQUEST TO DEVELOP A GRANT/CONTRACT PROPOSAL

This form should be submitted to the Associate Vice President & Dean of the Graduate School at least six weeks prior to the deadline date for submission of the proposal.

1. This request is made to respond to one of the following:
 - a. RFP.
 - b. Broad Agency Announcement.
 - c. Unsolicited.
 - d. Continuation of grant/contract.
 - e. Other (Indicate and explain).
2. The agency/organization to which the proposal will be submitted _____.
3. The proposal must be received by the agency/organization by _____ (deadline date & time).
4. Are matching funds required? YES NO 5. Does the proposal involve interdisciplinary work? YES NO
6. Does the proposal involve collaboration with other universities or organizations? YES NO

If the response to item number 6 was yes, please specify the organizations and the collaborators:

Name of Organization:

Address:

Names of Collaborators and their Positions:

7. If the proposal involves collaboration, which organization will be the lead institution? _____.
8. a. The approximate first year budget is _____. b. The project will last for _____ years. c. The approximate total budget for the project is: _____.
9. Indirect Costs: The approximate indirect cost for the first year is: _____.
The approximate total indirect cost over the life of the project is: _____.
10. The proposed project will obligate the University to provide the following resources: a. Funds (approximate): _____.
b. Personnel: _____

- c. Space: _____
11. Is the proposal consistent with the mission of the University? _____ Briefly explain your answer _____

Approval

Disapproval

Department Head/Director/Dean/Associate Vice President

Department Head/Director/Dean/Associate Vice President

Dean of the Graduate School

Dean of the Graduate School