



Notice of Intent to Apply Form

*This form is to be completed **prior to** engaging in any grant related activity or request. Any employee, student, alumnus, or other person who wish to pursue grant funding on behalf of the college or foundation must complete this form, submitted to the Project Manager's supervisor for approval, and then to the VP of Strategic Initiatives. This form will be reviewed and a decision made within 72 hours of submission.*

Project Manager (must be the one completing this form): _____

Email Address: _____ Phone: _____

Working Title/Concept: _____

Funding Agency/Organization: _____

Link to Announcement: _____

Application Deadline: _____ Project Start Date: _____ End Date: _____

Type of Application (choose one): New Continuation Pre-proposal/Intent

Is this a subaward? Yes No

Summary of project for which funding will be requested:

Grant amount proposed: \$ _____ College match required? Yes No

If match is required, please describe: _____

Additional Personnel Needed? Yes No

If yes, please describe (number, roles, etc): _____

IRB Review required? Yes No

Electronic Submission Required? Yes No

Are there other internal or external collaborators? Yes No

If yes, please provide detail of organizations/individuals and their role in the proposed project.

Have you receive approval for this proposal from your dean? Yes No

Is there anything else about the project you'd like to share (e.g. potential benefits to Southeast/students, alignment with college strategy, etc):

Required Signatures

Principal Investigator/Project Director

Name Signature Date

Principal Investigator/Project Director Supervisor

Name Signature Date

Vice President of Strategic Initiatives

Name Signature Date

If, over \$100,000

President

Name Signature Date