

All information requested is due four weeks prior to deadline.

Contact the Grant Center as soon as you plan to apply—months (minimum eight weeks) prior to the application deadline—to discuss feasibility and a schedule for proposal development. Include a link to the funder's website page, and attach any application instruction files.

Applying for external funding is a multistep process and two forms must be completed and signed before an application can be submitted. This is the first form in the process.

Step 1. Discuss the project with your Department Chair and Dean to get their approval for your Intent to Apply. This includes a concept and expected budget review, space needs, course releases, administrative support and /or other special operational issues. Their approval is necessary for the proposal to proceed and their signature is required on this form.

Funding Proposal

Name: _____ Department: _____ Date: _____

Funding Agency: _____

Funding Agency Program (if any): _____

Proposal Type: LOI Pre-Proposal New Proposal Non-competing Continuation
 Competitive Renewal Supplement Revised Budget

Proposed Project Period: _____ To: _____ Submission Deadline Date: _____ Time: _____

Proposal Title: _____

How does this project align with the university strategic plan and mission? How this will impact your work in the classroom? Discuss any direct and student impact. How does this support your continuing scholarship? **Be specific.**

Grant Dollars Requested: \$ _____ FSU Match: \$ _____ Is the match required? Yes No

Applicant: Fitchburg State University Other Organization (specify): _____

Does the Project involve a public school or other organization? No Yes (specify): _____

Campus Considerations: Are any of the following required to carry out the proposed activities. Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Course release required. | Sufficient funds budgeted in the proposal? _____ |
| <input type="checkbox"/> Portion of salary and fringe | <input type="checkbox"/> Adjunct faculty cost reimbursement |
| <input type="checkbox"/> Purchase of equipment. | Sufficient funds budgeted in the proposal? _____ |
| <input type="checkbox"/> Additional space required. | Discussed with the department chair or facilities? _____ |
| <input type="checkbox"/> Computer Purchase | Quote from IT? _____ |
| <input type="checkbox"/> IT/Technology Needs | Quote from IT? _____ |
| <input type="checkbox"/> Additional personnel to be hired. | Salary recommendation from HR? _____ |

Compliance Requirements

- | | | |
|---|----------------------------|------------------------------|
| <input type="checkbox"/> Externally Sponsored Research or Educational activities (FCOI Disclosure and training required.) | See Policy | Go to Course |
| <input type="checkbox"/> Research Activities (CITI Responsible Conduct of Research Training required) | See Policy | Go to Course |
| <input type="checkbox"/> Human Subjects (IRB approval and CITI IRB training required) | See Policy | Go to Course |
| <input type="checkbox"/> Animal Use (IACUC approval and CITI IACUC training required)
IACUC approval date _____ | See Policy | Go to Course |
| <input type="checkbox"/> Chemical or Biological Safety (contact the Dean of Health and Natural Sciences for university policy on biohazards and biosafety.) | | |
| <input type="checkbox"/> Hazardous chemicals approved for purchase | | |
| <input type="checkbox"/> Chemical Hygiene Training complete (training required) | | |
| <input type="checkbox"/> Use of animal or plant pathogens or federally designated Select Agents requiring registration (IBC approval and training required) | | |
| <input type="checkbox"/> Use of Recombinant DNA or human DNA Transfer (training required) | | |

Required Approvals

Department Chair Approval

I have discussed the proposed project and grant requirements with the Principal Investigator (PI) or project director and agree that the project advances the university and department mission and supports students and work in the classroom in the following ways:

On a scale of 1-5 (5 being the highest) please rate the importance of this proposal to the university and department. _____

Department Chair Signature: _____ Date: _____

Dean Approval

I have discussed the proposed project and grant requirements with the Principal Investigator (PI) or project director and agree that the project advances the university and department mission and supports students and work in the classroom in the following ways:

On a scale of 1-5 (5 being the highest) please rate the importance of this proposal to the university and department. _____

Dean Signature: _____ Date: _____

Dean of Education Signature (If K-12 is involved): _____ Date: _____

Proposal Development Time Line

_____ (4 weeks prior to deadline) with Grant Center, begin drafting budget; rough draft of proposal components complete.

_____ (3 weeks prior to deadline) Final budget complete; first rough draft of proposal complete.

_____ (2 weeks prior to deadline) Final budget reviewed and ready for circulation with draft of proposal and **External Funding Request form**. Grant Center will route the form for internal approval.* All application components complete (biosketch, conflict of interest forms, data management plans, RUI statements, resumes, letters of agreement, MOUs) and ready for upload.

_____ (5 **working days** prior to deadline-7 if grants.gov or Fastlane) Final draft of proposal complete and ready for submission.

*All grant proposals require institutional approval and certifications. External Funding requires the approval of:

- | | |
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| • Director of Grants and Sponsored Programs | • Vice President for Institutional Advancement |
| • Associate Vice President of Academic Affairs | • Vice President of Finance and Administration |
| • Vice President of Academic Affairs | • President of the University |