INTENT TO APPLY FORM – EXTERNAL FUNDING

*\*Faculty - please email the completed, signed form to Carolyn Gulley, Ex. Dir. ORGSP,*

[*carolyn.gulley@lmunet.edu*](mailto:carolyn.gulley@lmunet.edu) *and copy your dean and chair.*

**Application Routing and Approval Process**

**STEP 1:** The completion of this **Intent to Apply** form by the Principal Investigator. If the PI will have incentive pay, the Dean and PI must discuss the terms, complete and sign the Incentive Pay Plan form in addition to this Intent to Apply form.

**STEP 2:** Submit draft narrative and draft budget to your Dean & Chair (and/or Supervisor). If necessary, obtain approvals from the IRB, IACUC, VP for Finance (matching funds).

**STEP 3:** When the FINAL grant is complete, the PI must complete and sign the **Internal Routing Form and have the Chair/Dean/Supervisor sign.**

**STEP 4:** The Internal Routing Form with the finalized grant is then submitted to the ORGSP for budget review, VP for Research signature and submission to the appropriate granting agency.

**NOTE**: All proposals seeking sponsored funding should be submitted to the ORGSP five days before the application deadline.

**1. Project Title**

|  |  |
| --- | --- |
| Title of Project: |  |

**2. Application information**

|  |  |
| --- | --- |
| Agency/Foundation: |  |

|  |  |
| --- | --- |
| Submission Deadline: |  |

|  |  |
| --- | --- |
| Amount: |  |

**3. Principal Investigator/Project Director Information**

|  |  |  |  |
| --- | --- | --- | --- |
| PI/PD: |  | | |
| Department or Affiliation: |  | | |
| Telephone: |  | Email: |  |

**4. REQUIRED Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated starting and completion project dates: |  | to |  |
| **Date** by which narrative draft will be submitted to Dean |  | | |
| **Date** by which budget draft will be submitted to Dean |  | | |
| **Date** by which finalized narrative, budget and budget justification are submitted to ORGSP (One week prior to grant submission date is preferable) |  | | |

**5. Project summary** Include a short description of the project including purpose and anticipated outcomes

|  |
| --- |
|  |

**6. Special resources**

Indicate if any of the following resources are needed to support the grant.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Matching Funds |  | Collaborative Agreement |  | Intellectual Property |
|  | Faculty Release Time |  | Computer Services |  | Space |
|  | New Personnel |  | Library Services |  | MOA |
|  | Equipment |  | Utilities |  | Sub-Contracts |
|  | Other (specify): |  | | | |

**7. Special Approvals**

Please check the appropriate box. Approval should be obtained in a timely fashion.

|  |  |
| --- | --- |
|  | IRB (Human Subjects) |
|  | IACUC (Animals) |
|  | IBC (Recombinant DNA/Hazardous Materials) |
|  | Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Incentive pay (if yes, pay plan agreement must be completed and signed and submitted with the completed Incentive Pay Plan form)**  [**LMU External Funding Incentive Pay Plan.docx**](file:///C:\Users\marca.cenatiempo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\BC67ETK3\LMU%20External%20Funding%20Incentive%20Pay%20Plan.docx) |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **PRINCIPAL INVESTIGATOR:**   |  |  |  | | --- | --- | --- | |  |  |  | |
| Principal Investigator Signature Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **CHAIR:**   |  |  |  | | --- | --- | --- | |  |  |  | |
| Chair Signature Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **DEAN/SUPERVISOR:**   |  |  |  | | --- | --- | --- | |  |  |  | |
| Dean/Supervisor Signature Date |