Saint Peter's UNIVERSITY

ADVANCEMENT GRANT INTENT FORM

Name _____ Date_____

Email address _____ Phone Ext. _____

Department/School _____ ☐ Faculty ☐ Administration

Project Title_____

Program Concept: briefly summarize the project's focus including goals, hypothesis and/or research questions. Please attach an initial budget, if available, to be reviewed by the Accounting Office.

Describe how the project connects to the Strategic Plan: _____

_____

☐ Ongoing ☐ New Initiative   Project start date _____ End date _____

Estimated Budget $_____ Funds requested: $_____ Current funding in place? $_____

Does this project require any University resources? ☐ Yes ☐ No   (If yes, include detail in budget.)

Will additional staff be required for this project?
- ☐ Not applicable
- ☐ Hiring new
- ☐ Requesting faculty release time
- ☐ Reassigning existing employee(s) to the project, employee(s) current workload will be:
  - ☐ *Covered without additional expenditure to SPU*
  - ☐ *Covered by overload or part-time employee(s) effort*
  - ☐ *Covered by hiring temporary replacement(s)*

(Complete Second Page)

If already identified:

Proposed funding Source(s) _____

Funding source/RFP URL _____

Contact name _____ Phone/email _____

Application Due Date _____

CERTIFICATION
The information contained on this form and attached information is accurate and complete. Except as identified, the proposal does not obligate the University for any additional direct, indirect, matching or in-kind funds. This proposal is in compliance with the University's conflict of interest policy. For public grants: I certify that I meet all eligibility requirements. If an award is made, I agree to conduct the project in accordance with all grant guidelines and University policy.

_____

Applicant   *Date*

APPROVALS

_____

*1. Department Chair **or** Supervisor*   *Date*

_____

*2. Dean **or** Vice President*   *Date*

_____

3. Provost   *Date*

CLEARANCE

_____

4. Institutional Relations   *Date*

_____

5. Vice President for Advancement and External Affairs   *Date*

Copies of all Grant Intent Forms, grant applications and supporting materials shall be maintained in the Office of Advancement and External Affairs. Grant Intent Forms for ongoing projects must be re-approved annually to ensure they remain current.

Contacts/Resources:
Emory Edwards, Senior Director for Partnerships and Institutional Relations
201-761-6108 or eedwards@saintpeters.edu.