Scripps College Proposal/Letter of Inquiry Processing Form

Please download and complete the following form to the best of your ability *and include a copy of your LOI, proposal, or an executive summary* and *budget detail or draft budget* of your project. If you are unable to fill in the form electronically, please print and fill out by hand. Once you have completed and signed the form, please return to the Office of Foundation, Corporate & Government Relations at fcgr@scrippscollege.edu, which will circulate for institutional review.

Project Director/Principal Investigator   **Department/Program**

Campus Extension   **Email**

Foundation Name   **Funding Opportunity Name (if applicable)**

Project Stage	**Type of Project**	**Have you applied for a grant from this foundation before?**
Grant Proposal	Instruction	Yes
Letter of Inquiry	Research	No
	Other (Performance, Exhibition, Other)	

Amount of Request   **Total Project Budget (or best estimate)**

Total amount to be requested from all <u>external</u> sources (not including Scripps)   **Project Start Date**   **Project End Date**

Please list any additional external funding organizations (not including Scripps College) you plan to approach for funding for this project, the amounts you will be requesting, and their submission deadlines. If this project is a sub-award, please only include the funds requested for Scripps.

Organization 1:   Amount Requesting   Submission Deadline:

Organization 2:   Amount Requesting: Submission Deadline:

Organization 3:   Amount Requesting: Submission Deadline:

To provide a fuller picture of your proposed project, please complete the following questions. If additional space is needed, please attach a second page or use the back of this form.

1. Where will the project take place? If any activities will occur outside of your office and/or lab, specify location(s).

2. Does the project require additional lab or office space for equipment, staff, and/or students? If yes, please specify the type and amount of space required and your planned use for the space.

Please explain.

    Yes

    No

3. Does the project include cost sharing -- cash, personnel, or in-kind-- from the college or other sources? If yes, please describe the cost sharing proposed and identify the cost share funding sources.

Please explain.

    Yes

    No

4. Does the project include equipment? If yes, please describe.

Please explain.

    Yes

    No

5. Does the project include release time or leave? If yes, what is the duration of leave and source of funding? (Please consult with the Dean of the Faculty).

Please explain.

    Yes

    No

6. Will the project involve human participants? FMI please refer to http://www.scrippscollege.edu/academics/irb

    Yes

    No

7. IRB (if applicable)	**IRB Approval Date:**	**IRB Assigned No.**
IRB Approved		
Approval Pending (if funded, the PI will contact IRB in advance of starting the project)		

I hereby certify that the statements made in the attached proposal or LOI and on this form are true and complete to the best of my knowledge. I agree to comply with the funding agency's award terms and conditions if an award is made.

Project Director/Principal Investigator   **Date**

Co-Investigator Signature, if applicable   **Date**

Department Approval:
The attached proposal or LOI is within the total program and academic objectives of the department. Adequate space is available or planned for the conducting of this project. The professional time allocations described therein are realistic and within college guidelines.

Department Chair (if applicable)   **Date**

Institutional Approvals:
This proposal or LOI has been reviewed and approved; it is consistent with the overall objectives of the college.

Associate Dean of the Faculty   **Date**

Scripps Dean of the Faculty   **Date**

Keck Science Dean (if applicable)   **Date**

We authorize the applicant to enter into contracted obligations on behalf of Scripps College.

Vice President for Business Affairs/Treasurer   **Date**

For more information on external grant seeking, please contact fcgr@scrippscollege.edu