

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 external 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. Include sales tax in your budget estimates.

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

Foundation, Corporate & Government Relations
Juliette Cagigas, x71544
Director of Foundation, Corporate & Government Relations
jcagigas@scrippscollege.edu
1030 Columbia Ave. #2009

Office of the Dean of the Faculty
Gretchen Edwalds-Gilbert, x79100
Associate Dean of the Faculty
gedwalds@scrippscollege.edu

Mary Livesay x76245
Assistant Director of Foundation, Corporate & Government Relations
mlivesay@scrippscollege.edu
1030 Columbia Ave. #2009