



Office of Grant Development
Grant Research Request

Complete this form if you have an idea for grant funding to support academic and scholarly activities, or to enhance student services. Secure all required signatures and return to the Office of Grant Development (P317/318).

Faculty/Staff Name _____ Signature _____

Department/Division _____ Ext. _____

Proposed Project Title : _____

- 1. Describe your idea in 4-5 sentences. Include the primary goal and proposed objectives for the project.
2. Provide the name(s) of other colleges or organizations that have implemented similar projects or have relevant experience.
3. List potential funding sources that you are aware of already.
4. Briefly describe how you plan to use grant funds to accomplish the stated goals (staff, course development, equipment, travel, supplies, etc.).
5. What types of assistance might you need from the Office of Grant Development? Check all that apply.

- Logic Model Development
Budget Development
Proposal Development Training
Grant Writing/Editing Assistance
Other (Please describe)

Administrative Approvals
Immediate Supervisor/Dean _____ Date _____
Supervising Vice President _____ Date _____