



INTENT TO SUBMIT NEW EXTERNAL GRANT PROPOSAL

This form must be completed and submitted prior to any external grant proposal being submitted to the Office of the Vice-President of Research (OVPR). It is recommended that the form be completed as early in the grant development process as possible in order to ensure that the proposal will be approved.

Directions

Please complete the form in its entirety. The form is a fillable and savable PDF and is compatible with Adobe Reader. The text boxes will accommodate any amount of text.

Please save the form and submit it to the department chair/director electronically for review and approval.

The chair/director will then forward the form electronically to the Dean's Office (chhs-dean@wmich.edu) for approval.

Upon approval by the Dean's Office, the form will be returned electronically to the principal investigator's department.

Timeline

The completed form must be submitted as soon as possible to the department chair/director, but no later than three weeks prior to the PAF due date.

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1) Principal Investigator:

Faculty: Student:

Co-Investigator(s) (indicate institution):

2) Department(s)/Unit(s):

3) Name of grant competition:

Is this a limited submission opportunity? : Yes: No:

4) Proposal title:

5) Approximate budget (\$): Grant start and end dates:

6) Date PAF is due to OVPR: (7 business days before submission deadline):

Sponsor deadline for submission:

7) List any collaborators external to the college or the university:

8) Provide a brief description/overview of the project.

9) Is there a **cost-share** to the college and/or university associated with this grant proposal? Yes: No:

If "Yes," review request process @ <https://wmich.edu/research/cost-share>

10) Is there a **"buy-out"** of workload associated with this grant proposal? Yes: No:

If "Yes," provide the specifics of the buyout (e.g. personnel, amount of buy-out):

11) Are there **any physical space requirements** beyond the investigator's space? Yes: No:

If "Yes," provide details of the space requirements:

The College strongly encourages that grant proposals include the support of students.

12) Does this grant provide student support (e.g. graduate or doctoral assistantship)? Yes: No:

If "Yes," provide details about the level of support. If "No," provide a rationale or justification.

Principal Investigator Signature:

Date:

Dept. Chair/Unit Director:

Date:

Dean or Associate Dean Signature:

Date: