

**INTENT TO APPLY FORM – EXTERNAL FUNDING**

***\*Faculty - please email the completed, signed form to Natalie Sweet, Ex. Dir. ORGSP, [natalie.sweet@lmunet.edu](mailto:natalie.sweet@lmunet.edu) and copy your dean and chair.***

**Application Routing and Approval Process**

**STEP 1:** The completion of this **Intent to Apply** form by the Principal Investigator. If the PI will have incentive pay, the Dean and PI must discuss the terms, complete and sign the Incentive Pay Plan form in addition to this Intent to Apply form.

**STEP 2:** Submit draft narrative and draft budget to your Dean & Chair (and/or Supervisor). If necessary, obtain approvals from the IRB, IACUC, VP for Finance (matching funds).

**STEP 3:** When the FINAL grant is complete, the PI must complete and sign the **Internal Routing Form and have the Chair/Dean/Supervisor sign.**

**STEP 4:** The Internal Routing Form with the finalized grant is then submitted to the ORGSP for budget review, VP for Research signature and submission to the appropriate granting agency.

**NOTE:** All proposals seeking sponsored funding should be submitted to the ORGSP five days before the application deadline.

**1. PROJECT TITLE**

Title of Project:	
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**2. APPLICATION INFORMATION**

Agency/Foundation:	
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Submission Deadline:	
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Amount:	
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**3. PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR INFORMATION**

PI/PD:			
Department or Affiliation:			
Telephone:		Email:	

**4. REQUIRED DATES**

Anticipated starting and completion project dates:		to	
<b>Date</b> by which narrative draft will be submitted to Dean			
<b>Date</b> by which budget draft will be submitted to Dean			
<b>Date</b> by which finalized narrative, budget and budget justification are submitted to ORGSP (One week prior to grant submission date is preferable)			

**5. PROJECT SUMMARY** Include a short description of the project including purpose, project dates, and anticipated outcomes

**6. SPECIAL RESOURCES**

Indicate if any of the following resources are needed to support the grant.

<input type="checkbox"/> Matching Funds	<input type="checkbox"/> Collaborative Agreement	<input type="checkbox"/> Intellectual Property
<input type="checkbox"/> Faculty Release Time	<input type="checkbox"/> Computer Services	<input type="checkbox"/> Space
<input type="checkbox"/> New Personnel	<input type="checkbox"/> Library Services	<input type="checkbox"/> MOA
<input type="checkbox"/> Equipment	<input type="checkbox"/> Utilities	<input type="checkbox"/> Sub-Contracts
<input type="checkbox"/> Other (specify):		

**7. SPECIAL APPROVALS**

Please check the appropriate box. Approval should be obtained in a timely fashion.

	IRB (Human Subjects)
	IACUC (Animals)
	IBC (Recombinant DNA/Hazardous Materials)
	Other (specify): _____
	<b>Incentive pay (if yes, pay plan agreement must be completed and signed and submitted with the completed Incentive Pay Plan form)</b> <a href="#">LMU External Funding Incentive Pay Plan.docx</a>

	Full-Time Equivalent (FTE) percentage requested on this proposal.
	FTE percentage currently committed to awarded projects.
	Total FTE percentage committed to proposals that are currently under consideration with a funding agency.

***Please note: Faculty in professional programs may have no more than 35% FTE committed to projects and proposals that are both awarded and proposed in a given time period. Faculty in undergraduate programs may have no more than 20% FTE committed to projects and proposals that are both awarded and proposed in a given time period.***

**SIGNATURES**

<b>PRINCIPAL INVESTIGATOR:</b>	
Principal Investigator Signature	Date

<b>CHAIR:</b>	
Chair Signature	Date

<b>DEAN/SUPERVISOR:</b>	
Dean/Supervisor Signature	Date