

LAWRENCE UNIVERSITY

Office of the Provost

Intent to Seek External Grants or Fellowships

This form is required of all faculty intending to seek external funding for their research projects. It allows the Provost to track external grant applications from Lawrence and to coordinate efforts to make the application successful. Some funders limit the number of Lawrence applicants on a single deadline, and an additional purpose of the form is to help ensure good management of multiple planned submissions. Filing this form identifies your interest in seeking external funding, but it does *not* obligate you to submit a grant application.

Name:

Today's Date:

Academic Title:

Academic Department:

Project Title:

Brief Description of Project (75 words):

Please identify any planned funders/grant programs:

Approximate Budget:

Note: If grant funds will provide wages/salary/stipends, grant funds should also cover all applicable fringe benefits. Per LU policy, fringe benefits not covered by grant funds may not be eligible to be paid by institutional funds.

Cost Sharing: Required Not Required

If required, provide details: *e.g.*, What percent of total funding must come from matching funds? Could some of the cost sharing come from in kind contributions like salaries/wages? If so, approx. value? What would be the total dollar amount of out-of-pocket expenses for Lawrence?

Facilities Use: Yes No

If yes, provide a brief explanation: *e.g.*, List Lawrence University spaces, computers, or equipment outside your own office that would be required or affected for this project. Would any facility need remodeling, renovating, or structural changes? If so, approx. cost?

Brief Description of Staffing Impact:

e.g., Would the project require course releases, sabbatical, or other leave of absence? Would the use of other Lawrence faculty or staff be needed in order to complete this project? Would new personnel need to be hired on a temporary or permanent basis?

Length of Project:

Anticipated Start Date:

Please submit your completed form to dev_grants@lawrence.edu not less than 30 days before the application deadline. *If cost sharing will be involved, the Provost will need to make provisions in his budget. In these cases, every effort should be made to file by November of the fiscal year prior to when the cost share is needed. Failure to do so may result in your funding request being denied.*

Questions? Contact Dave Burrows (david.burrows@lawrence.edu) or Jenna Stone (stonej@lawrence.edu).