

Appendix II

Notice of Intent to Obtain External Funding

Submit this completed form **at least one month** in advance to initiate efforts to obtain funding. Requests for all types of financial support require appropriate signatures. If you are not seeking financial support at this time but would like technical assistance, you may optionally complete applicable questions, no signatures are necessary now. If available, attach a brief description of the proposed project and budget. Project Director/ Principal Investigator (PD/PI) must ensure completed forms are received by the Grants Office.

1. PD/PI(s): _____

☐ Faculty ☐ Administrator ☐ Graduate Student ☐ Doctoral Student

School/Div./Dept. _____

Contact: Molloy ext. _____ Cell: _____ Email: _____

2. Project title: _____ Start date: _____

3. Type of project: ☐ research ☐ program ☐ academic support ☐ curriculum development

☐ capital/equipment ☐ capacity-building ☐ professional development/training/mentoring

☐ scholarship/fellowships ☐ student services ☐ community-service ☐ other: _____

4. Where will project be located? ☐ on-campus ☐ off-campus ☐ combination

5. Are there collaborative partners? ☐ No ☐ Yes, list below:

a) internal collaborators: _____

b) external collaborations: _____

6. Assistance needed: ☐ locating funding opportunities ☐ project/concept creation

☐ proposal development (narrative/budget) ☐ identifying collaborative partners ☐ review & edit

7. Check if project will involve: ☐ human subjects ☐ potentially harmful agents

a) If human subjects are involved, has a proposal been submitted to the IRB? ☐ No ☐ Yes

b) If potentially harmful agents are involved, has this proposal been submitted to an IBC? ☐ No

☐ Yes, specify IBC and provide contact information for Molloy IRB: _____

c) Will students be involved in the conducting of the project? ☐ No ☐ Yes, specify:

☐ undergraduate ☐ graduate ☐ doctoral Explain briefly: _____

8. Will this project require Molloy resources (e.g., space, equipment, clerical support)? ☐ No

☐ Yes, explain: _____

9. Will you apply for internal funding through Research/Scholarship Committee? ☐ No ☐ Yes

10. Is proposed project related to a sabbatical leave? ☐ No ☐ Yes

11. Is release time requested? ☐ No ☐ Yes, specify:

Academic Year _____ Course(s) _____

12. Is there any potential conflict of interest? ☐ No ☐ Yes, explain:

Complete this if you have identified a funder and would like to submit a proposal for external funding:

13. Letter of Intent/Introduction (LOI) required? ☐ No ☐ Yes, due date: _____

14. Full application due date: _____

15. Funding agency: _____ Grant program: _____

Type of proposal: ☐ new ☐ continuation ☐ renewal ☐ revision/resubmission

16. Grant period: _____ ☐ One-year ☐ Multi-year

Anticipated start date: _____ Anticipated end date: _____

17. Total project costs: Direct \$ _____ Indirect \$ _____ Total \$ _____

18. Grant request: Direct \$ _____ Indirect \$ _____ Total \$ _____

19. Does this project include a subcontract arrangement with another entity to perform a portion of the work? ☐ No ☐ Yes, explain: _____

20. Is cost share/matching involved? ☐ No ☐ Yes, cost share is: ☐ mandatory ☐ voluntary

Type of cost share required: ☐ cash ☐ in-kind ☐ combination

Amount of cost share proposed: Grant budget \$ _____ Total project \$ _____

Source of cost share or match (e.g., Molloy department, external partner) and a description:

Additional information/comments: _____

REQUIRED APPROVALS

Project Director/Principal Investigator (Date)

Co-PI/Investigator (if applicable) (Date)

Administrative Director (Date)

Supervisor (Date)

Vice President for Advancement (Date)

OR

Dept. Chair (Date)

School Dean (Date)

Senior Dean for Research and Scholarship (Date)

Vice President for Academic Affairs (Date)

AND

Director of Grants & Sponsored Programs, Office of Advancement (Date)