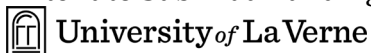


Notice of Intent to Submit a Funding Proposal



INSTRUCTIONS:

1. **Complete** this Notice of Intent as **soon as you identify a funding source or project, or need help doing so.**
2. **Attach:**
 - A detailed project summary and budget (with budget justification) indicating approximate cost of necessities to accomplish your objectives.
 - An additional sheet for explanations to information requested below that may not apply to the project summary.
3. **Circulate** the document to obtain the approval of your department Chair and Dean (division chair if applicable).
4. **Forward** the document, with attachments, to ORSP: ORSP@laverne.edu
 - ☛ Once submitted, the appropriate office (ORSP / UA) will follow-up with you for further guidance.

Project Summary

Principal Investigator (PI): _____ **Date:** _____

If applicable, additional La Verne Co-Investigators: _____

PI College / Department: _____ **Email:** _____

Funding Agency / Program: _____ **Submission Deadline:** _____

Program Announcement: URL - _____

Proposed Title: _____

Type of Funding: Is your proposal a: Grant Fellowship Fee for Service Contract Other (describe in summary)

Other Institutions: Any others Involved? Yes No (If yes, describe in the summary which institution will "lead" and why)

Time Commitment: Are you involved in any other grants, committees or courses that may impact your current and potential time & effort by semester/term? Yes No (If yes, attach an additional sheet for details.)

Budget and Budget Justification Summary

Proposed Faculty Salary Support: Course Release Summer Support (describe in the budget justification: 1) number of course release(s) needed per semester/term; 2) Number of years the release(s) is/are needed; 3) When the course release(s) will most likely be needed (Fall/Spring); 4) Summer support, if needed, which should not exceed the maximum of 2 offload months)

Research Assistant Support: Undergraduate Graduate (describe in the budget justification: work & approximate number of hours needed)

Indirect Cost Rate (IDC): La Verne's Indirect Cost Rate (IDC) is 30.9%. La Verne uses the Modified Total Direct Cost (MTDC) method of IDC calculation. What is the maximum IDC rate the funder will allow? _____ %

Matching Funds / In-Kind: Required/Strongly Encouraged: Yes No (If stated by the agency, describe in budget justification:

1) The amount of support required, percentage or otherwise; 2) How you plan on fulfilling the requirement – what source of monetary resources you believe may be utilized to calculate and achieve the funder's terms and conditions of the grant)

Major Equipment: Will this project involve the acquisition of major equipment? Yes No (If yes, describe in budget justification)

Space: Will this project require additional space on or off campus? Yes No (If yes, describe in budget justification)

Research Methodology & Other:

IRB: Does this project involve human subjects? Yes No (If yes, describe in summary)

IACUC: Does this project involve the use of animals? Yes No (If yes, describe in summary)

Research Substances: Does this project involve potentially harmful controlled agents? Yes No (If yes, describe in summary)

Export Controls: Does this involve collaboration with any foreign national or institution? Yes No (If yes, describe in summary)

IR: Will this proposal require information from Institutional Research for your proposal **or** for any measurable objectives to accomplish your goals for the duration of your program, if awarded, **other than** that provided in the La Verne Fact Book?

Yes No (If yes, describe in summary)

Fact Book located here: <http://sites.laverne.edu/institutional-research/reportspublications/>

Keywords: For funding searches: _____

Institutional Letters of Support: Will you need letters of support? Yes No (If yes, describe in summary from whom and when they are needed) It is recommended that you prepare the letter for your supporters, focusing on your points of interest, from which your supporter may edit.

Program Officer: Did you contact the Program Officer? Yes No (For ORSP Only.)

By signing this form, I as submitter agree to a 2-week review lead-time of the proposal prior to the final agency submission deadline.

Signature of Principal Investigator Date

Signature of Department Chair Date

Signature of Division Chair (if applicable) Date

Signature of Dean Date

For use by ORSP/UA

Distribute: ORSP/UA

OCCE

Academic Affairs

Institutional Research

Other, state below