



Intent to Apply

When considering applying for a specific external grant, please submit this form as soon as possible, and no later than three weeks prior to the proposal due date to the Grants Office at 3307 Third Ave West, Suite 304, Seattle WA, 98119. All Intent to Apply forms must include a Dean's signature.

Proposer (PI):

Name (individual and department): _____
Additional faculty involved, if any: _____
Email: _____ Phone or Extension: _____

Project:

This application is for a ___ Letter of Intent ___ Full proposal ___ Full proposal following a LOI

Project Name: _____

Brief Description of the Project (2 -4 sentences):

Granting agency: _____

Estimated amount of grant: \$ _____ Application deadline: _____

Please indicate if you anticipate that the grant will include any of the following:

- Faculty course release
- Matching SPU funds
- Dedicated space
- Administrative support
- Undergraduate or graduate student work
- Curricular implications

I would like to request the Grants Office's assistance with

- Initial consultation on drafting a proposal
- Review of first draft with suggestions primarily for content—meeting all the CFP requirements
- Review of subsequent drafts with respect to clarity, wording, length
- Proofreading assistance with final draft

Proposer Signature/Date _____

Dean Signature/Date _____

(Signature indicates that the dean understands and approves the financial, load, and curricular implications for SPU of this grant.)