



## PART I: NOTICE OF INTENT TO APPLY FOR A GRANT

Once the decision has been made to apply for a grant, please complete this form (Part I) and send it to the chair/department head for review and preliminary approval.

Part II is to be completed after you have begun writing your proposal and **PRIOR** to submission to an external funding source.

### BASIC GRANT INFORMATION

Proposal Title: \_\_\_\_\_  
Funding Agency: \_\_\_\_\_  
Principal Investigator/Project Director: \_\_\_\_\_  
Department/Unit: \_\_\_\_\_

### VALUE OF THIS GRANT TO LSSU

#### 1. Check all that apply:

Curriculum Development or Enhancement \_\_\_\_\_  
Student Support \_\_\_\_\_  
Professional Development \_\_\_\_\_  
Other (e.g., non-academic) \_\_\_\_\_

#### 2. Builds collaborative activities with:

K-12 \_\_\_\_\_  
Colleges/Universities \_\_\_\_\_  
Industry \_\_\_\_\_  
Government \_\_\_\_\_  
Other (e.g., community) \_\_\_\_\_

#### 3. Is cost-sharing required? Yes \_\_\_\_\_ No \_\_\_\_\_

Amount: \_\_\_\_\_ Source: \_\_\_\_\_

#### 4. Are there any additional obligations?

Financial: \_\_\_\_\_  
Personnel: \_\_\_\_\_  
Equipment: \_\_\_\_\_  
Facility: \_\_\_\_\_

### SIGNATURES

PI/Project Director: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM TO KEN HEMMING, SPONSORED PROGRAMS**

650 W. Easterday Ave., Sault Ste. Marie, MI 49783  
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[www.lssu.edu](http://www.lssu.edu)

## PART II: APPROVAL FORM FOR GRANT PROPOSALS

Please complete this form as soon as possible after you start writing your proposal and **PRIOR** to submission to an external source. Please attach the following:

1. Abstract
2. Detailed Budget
3. Copy of Completed Part I: Notice of Intent to Apply for a Grant

Proposal Title: \_\_\_\_\_

Principal Investigator/Project Director: \_\_\_\_\_

Submitted By (if different than above): \_\_\_\_\_

School/Dept.: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Duration: \_\_\_\_\_

### BUDGET INFORMATION

	Year 1	Year 2	Year 3	Total
1. Direct Costs Requested from Funding Agency				
2. Indirect Costs*				
3. Total Requested				
4. Match: <b>cash</b> Match: <b>in-kind</b> Match: <b>third party</b>				
5. Total Project Cost: (lines 3 & 4)				
6. Indicate Source(s) of matching funds if cost sharing is required:				
7. Does this project require an institutional obligation beyond the project period? If so, please explain.				

\*The federally-approved indirect rate is **53%** for projects on campus and **22%** for projects off campus and is applied to salaries/wages/fringes. The applicable rate must be included in the proposal if the granting agency percentage is not specified or if it is not prohibited by the grantor



**OTHER INFORMATION**

1. Does this project involve or require any of the following? (Please attach a separate page to explain "yes" responses).

animal research \_\_\_\_\_ safety concerns \_\_\_\_\_ equip. purchases \_\_\_\_\_  
humans as subjects \_\_\_\_\_ chemical hazards \_\_\_\_\_ additional space \_\_\_\_\_  
recombinant DNA \_\_\_\_\_ radiation hazards \_\_\_\_\_ remodeling space \_\_\_\_\_  
blood born pathogens \_\_\_\_\_ hiring students \_\_\_\_\_ patents or copyrights \_\_\_\_\_  
biohazards \_\_\_\_\_ hiring additional personnel \_\_\_\_\_ confidential/proprietary agreements \_\_\_\_\_

2. If human subjects are involved, has the Institutional Review Board Committee approved the project for compliance requirements?  
\_\_\_\_\_ Yes \_\_\_\_\_ Pending

3. If animals are involved, has the Institutional Animal Care and Usage Committee approved the project for compliance requirements?  
\_\_\_\_\_ Yes \_\_\_\_\_ Pending

**SIGNATURES**

By signing and submitting this proposal, I hereby certify that statements made herein are true and complete to the best of my knowledge, and I agree to accept the obligation to comply with award terms and conditions if an award is made as a result of this application.

PI/Project Director: \_\_\_\_\_

Signatures below indicate the proposal is in accord with the capabilities and policies of the department/school/institution and complies with sponsoring agency regulations. The University reserves the right to review awards before final acceptance of funding.

Chair/Department Head: \_\_\_\_\_

Dean: \_\_\_\_\_

Coordinator for Grants & Contracts: \_\_\_\_\_

Director of Purchasing/Risk Management: \_\_\_\_\_

Director of Information Technology (if IT involved): \_\_\_\_\_

Provost/Vice President: \_\_\_\_\_

VP, Finance: \_\_\_\_\_

President (if required): \_\_\_\_\_

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