# **header**Request for University Support to Pursue External Funding

**Directions/Process:**  This form is used once you have a fairly solid idea of the specific nature of the project and have targeted a specific sponsoring agency. This form will activates the Office of Sponsored programs (OSP) to work with you more formally as you develop the definitive proposal for submission to a Sponsor. It is important for the Director, OSP to have confirmation that the project has the support of the University/School prior to committing substantial resources to the project. Submit this *Pursue* form to your Dean (or division head) with a copy to the Director, OSP. Approval at this point is approval to develop the grant for submission to a specific Sponsor. This form is NOT permission to submit the completed proposal. However, approval at this point provides assurance that the final proposal, if it continues to meet the strategic criteria as suggested in this preliminary assessment, will be supported by the University.

The Dean (in collaboration with the Dir, OSP and other relevant stakeholders) will approve, deny, or table the request to pursue the grant opportunity based on an assessment of the 10 strategic factors listed in the Grantseeking Assessment Form (SF-GSA). A request may be tabled if significant issues are identified that require resolution prior to making a final decision about approval.

## General Information

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| --- | --- | --- | --- |
| Sponsor Name: (If Known) |  | Proposal Due Date (If known) |  |
| Principal Investigator (PI)/Project Director (PD) |  | PI/PD Phone Number |  |
| Proposal Title/Subject |  | Email address |
| Likely Amount Requested (Total Budget): | $ | Indirect (overhead) costs allowed? [ ]  Yes [ ]  NoNote any limits the Sponsor imposes on indirect costs: |

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| **TYPE OF APPLICATION:** |  |  | **PROJECT INFORMATION** |
| ***Purpose*** |  | ***Type*** |  | ***Sponsor*** | Proposed Project Period (Start/End Dates)  |
| [ ]  | Research/Scholarship | [ ]  | Grant | [ ]  | Federal |  **From:** |
| [ ]  | Training/Professional Dev | [ ]  | Contract1 | [ ]  | State |  **To:** |
| [ ]  | Conference/Workshop | [ ]  | Subcontract | [ ]  | Corporation | Amount Requested: **$** |
| [ ]  | Programs/Services | [ ]  | Other Agreement | [ ]  | Pvt Foundation | Matching/Cost Sharing Required? [ ]  Yes [ ]  No |
| [ ]  | Student Scholarships |  |  | [ ]  | Other | Amount of Any Required Cost Share: **$** |
| [ ]  | Other |  |  |  |  | Seeking course release? [ ]  Yes [ ]  NoIf yes, how many courses? |

## Description of the Proposed Project (fill in questions below or attach short proposal draft covering these topics if already completed)

1. **Purpose:** Provide a brief statement of 1) theproblem the project addresses; and 2) the groups who are likely to benefit from the project.
2. **Need:** Why is the proposed project needed? What is original or unique about this project?
3. **Outcomes:** What do you envision as the major objectives and or outcomes of the project?

## Please Provide Your Insights in Each of These Areas

1. Describe how this project will benefit you, the University and/or your discipline. How does it fit into the mission and strategic priorities of the University? What outcomes do you expect as a result of this project?
2. Explain why you are prepared to undertake this type of project? And identify the support you believe you will need to prepare the proposal and to carry out the project if it is funded.
3. Given any specific proposal/application deadlines, do you anticipate having sufficient time to prepare a competitive proposal? Do you have enough time to direct the project if funded? Do you need internal and or external people to help you develop the proposal? If yes, how far along are you in identifying these team members? (NOTE: Federal grants can take 6 – 9 months to prepare).
4. What will need to be in place to sustain this project after funding is over? What is the impact on the institution if the project is not sustained?

## Authorizations

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| --- | --- |
| Dean/Supervisor Signature | [ ]  Approved [ ]  Denied [ ]  Tabled Date:\_\_\_\_\_\_\_\_\_\_\_\_Notes:  |
| Authorized Organizational Representative | [ ]  Approved [ ]  Denied [ ]  Tabled Date:\_\_\_\_\_\_\_\_\_\_\_\_Notes:  |
| Director, Office of Sponsored Programs | Notes: |



**STRATEGIC FACTORS- GRANTSEEKING ASSESSMENT FORM (SF-GSA)**

Your Dean or Division Head, in collaboration with OSP and other key parties, will use these strategic factors to guide decision-making about approval to pursue a sponsored program. Note that several factors (\*factors 1, 2, 3, 6, 7, 8) are deemed so critical that a low score in any of these will often lead to a denial or tabling of a request to pursue a grant/sponsored program. Some grant opportunities are well-defined, very straightforward, and uncomplicated. A brief review of these strategic factors with your Dean and the Director, OSP may be sufficient to confirm support to pursue the project. Larger, more complex, or more risk-prone projects may require a more formal write-up of the research proposal idea and more formal discussion among key parties in order to receive approval to fully develop the project using University resources. The objectives of using this assessment form are: 1) to assist faculty in early identification of potential barriers to success prior to them investing substantial time on the project; 2) providing insights and advice about possible strategies to increase competitiveness of the project; and 3) provide assurance to OSP that the University supports the project.

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| **Project Title:** |
| **Funding Agency:**  | **Proposal Due Date:**  | **Funding Amount/Timeframe:** |

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| --- | --- | --- |
| **Strategic Factors** | **Weighted Criteria: STRATEGIC FACTOR** | **Rating****(0 - 8)** |
| **LOW** | **MEDIUM** | **HIGH** |
| **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| 1. **Fit:** (with University, mission, strategic plan, strategic priorities)\*
 | Does not fit or align well | Is marginally aligned | Well aligned, fits, helps fulfill University mission & strategic priorities |  |
| 1. **Principal Investigator Capacity:** (readiness, expertise, support, time necessary to lead the project given other responsibilities)\*
 | Not prepared to undertake project, and or overloaded with existing demands | Marginally prepared to undertake and complete project | Well prepared and available to undertake, complete, and leverage project |  |
| 1. **Institutional Capacity to Implement:** (time, resources, systems, personnel to ensure successful implementation of project if funded)\*
 | Little to no capacity to implement project if successful | Marginally able to implement project | Well prepared to implement project successfully |  |
| 1. **Financial Potential:** (analysis of return on investment in terms of time, funding, human resources needed to work on project in light of likelihood of success)
 | Low projected return on resource investment | Moderate projected return on investment | High projected return on investment |  |
| 1. **Competitive Assessment:** (funding probabilities)
 |  Less than 10% likelihood of funding |  Between 10% and 50% likelihood of funding | Greater than 50% likelihood of funding. |  |



**STRATEGIC FACTORS- GRANTSEEKING ASSESSMENT FORM (SF-GSA)**

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| --- | --- | --- | --- | --- |
| 1. **Readiness to Respond:** (adequate time to gather research, data, resources, and write & secure approvals to submit competitive proposal)\*
 | Do not have staff time and/or other resources to effectively respond | Stresses resources significantly, but able to respond competitively | Have staff time and resources to develop competitive proposal  |  |
| 1. **Project Team Readiness:** (Internal and any external partners, subcontractors or subrecipients)\*
 | Partners, subcontractors, subrecipients not identified or not capable to contribute to a strong effort | No partners needed, partners in minimal role, or partners acceptable, may contribute little | All types of partners are identified, on board, and will contribute to enhance project |  |
| 1. **University Resources Impact:** (space, personnel, matching funds)\*
 | Requires significant investment of University resources and may cause hardships | Requires moderate investment of University resources | Requires minimal investments or investments the University can afford |  |
| 1. **Leveraging/Sustainability:** (isolated project or builds on and leverage others and can be sustained)
 | This is an isolated project that will be difficult to sustain  | Project has moderate leveraging and sustainability potential  | Project builds on other projects at the University, is catalytic to achieving strategic goals, and can be institutionalized and sustained |  |
| 1. **Funding Agency History:** (contact, history, rapport, success with funder)
 | University is not known to this agency or staff; no history of success with submitted proposals | University is known to this agency and staff; moderate history of success with the funder | University is well known and has well-developed working relationships with funder and strong history of success with the agency |  |
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| **Dean or Division Head signature:** | **Approve** | **Deny** | **Date:**  |
| **Recommendation/Notes**:  |
| **Director, OSP signature:** | **Approve** | **Deny** | **Date:**  |
| **Notes:** |
| **Authorized Organizational Representative signature:** | **Approve** | **Deny** | **Date:**  |
| **Notes:** |