



GRANT CONCEPT DEVELOPMENT FORM

The information you provide on this form does not need to be lengthy. Be brief, but provide a complete enough description of your project to allow meaningful review. You may not have answers to every question, but filling this out will aid you in determining what assistance is needed from the Office of Grants and Contracts Administration. Please contact Jill Gear, Director of Grants, at 4429 if you need help in completing this information. Attach additional sheets if needed.

Request Originator/phone #

Proposal Title:

Project Team Members:

Funding Source: (if known)

Proposal Deadline: (if known)

Project Narrative Information:

What do you want to achieve (goal) and how will you achieve it (objectives)?

What strength(s) does your department or the University currently have that will assist in implementing this grant?

Will the project involve more than one division or department within the University? Yes No Will you be partnering with any outside agencies on this project? Yes No If yes, please list internal or external partners.

Have you checked the literature in your field to determine the research that is ongoing relevant to this project? Yes (describe) No

How do you plan to assess the project's overall success?

If computer software is included, have you filled out and submitted the ERA form that approves all software on campus? Yes No If not, please go to the University of Findlay intranet, click on "ERA Welcome Letter, Flowchart and Application Form" and submit form for approval to purchase software.

Project Budget Information:

What existing or new space (classrooms, labs, office space, etc) is required for the project?

Does the grant project require purchasing any software? Yes No

If yes, list renewal fees and maintenance contracts that will extend beyond the life of the grant.

Is any new equipment needed to implement the project? Yes (describe) No

Is there any long-term financial commitment beyond the funding period in terms of staff, materials, training, etc? Yes (explain) No

If yes, how will this project be sustained beyond the grant period?

Staffing required (Check one)

No faculty/staff are needed beyond those in College budget.

Additional faculty/staff will be needed. (List each position separately)

Release time for existing faculty/staff will be needed. (List each separately)

| Job Title | Full-time/Part-Time | Salary | Basis for Salary Determination |
|-----------|---------------------|--------|--------------------------------|
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If a funding source has been identified, are there requirements of in-kind or matching funds?

Yes No No source found

Preliminary Budget Worksheet:

| Budget Item | Charged to grant | College Costs | Total Costs |
|-----------------------------------|------------------|---------------|-------------|
| Personnel | | | |
| Fringe Benefits | | | |
| Contracted Services | | | |
| Stipends | | | |
| Supplies/Materials | | | |
| Travel and Per Diem | | | |
| Communications and Postage | | | |
| Repair and Maintenance Agreements | | | |
| Printing and Binding | | | |
| Meeting/Conference Expenses | | | |

| | | | |
|---|--|--|--|
| Faculty/Staff Training | | | |
| Equipment Rental | | | |
| Dues and Subscriptions | | | |
| Advertising | | | |
| Buildings and Renovations | | | |
| Furniture/Non-Computer Equipment (\$1000+ per item) | | | |
| Furniture/Non-Computer Equipment (under \$1000+ per item) | | | |
| Computer Equipment/Printers (\$1000+ per item) | | | |
| Scholarships | | | |
| TOTAL | | | |

Assistance Needed from Office of Grants and Contracts Administration:

- Researching funding sources
- Researching current literature on subject
- Assessing project's competitive prospects
- Assisting with further design of project idea
- Assisting with proposal edits
- Providing critical feedback on draft materials developed by project team
- Assisting with budget preparation

The preliminary grant proposal review process is used to insure that the support of the appropriate areas/offices is obtained before time is spent to develop a full proposal. Therefore, once you complete this form, please talk with your dean and have him/her sign off before submitting this to the Vice President over your area. This person will return the form to the Office of Grants and Contracts Administration.

Thank you.

Signature of Dean

Date

Signature of V.P.

Date

6/16/08