PROPOSAL DEVELOPMENT FORM

To be submitted in the early stages of proposal preparation
(at least one month before the due date)

This form serves as a checklist to make sure you complete the procedures necessary to submit a grant proposal from Whitman College. It ensures that the appropriate campus officials are aware of your proposal and have provided institutional approval, if necessary. It also alerts the Offices of Foundation & Corporate Relations and Sponsored Programs of your intent to seek external funding.

Please contact Rachna Sinnott (x5990; sinnotrs@whitman.edu) and/or Tana Park (x5926; parkta@whitman.edu), who can help you with your proposal and obtain the signatures for you. Also, visit our website at www.whitman.edu/content/giving/fcr for important grant information.

PI Name(s): ____________________________  Today’s Date: ____________

Department: ______________________________

Title (or brief description) of project or proposal: __________________________________________

______________________________________________________________________________

Funding agency/foundation to which you are applying: ________________________________

Due date for proposal submission: ____________  Approx. amount of request: ____________

How many years of funding are you seeking? ____________  Expected start date: ____________

Are matching funds required? ( ) YES ( ) NO

If yes, please fill out the Matching Funds Request Form and submit to the Provost before proceeding

Amount, if known (percent or dollars): ____________________________________________

Does this proposal involve creation of new positions? YES ( ) NO ( )

Does this proposal involve purchase of new equipment (including computers) or renovations? YES ( ) NO ( )

Does this proposal involve extending sabbatical leave, release time, or course reductions? YES ( ) NO ( )

If yes, please fill out the Matching Funds Request Form and submit to the Provost before proceeding

Are animals, human subjects, or biohazards involved? YES ( ) NO ( )

If yes, please contact appropriate committee for approval (see website for contact information)

Signature, PI______________________________ Date__________

Signature, Department Chair____________________ Date__________

Signature, Division Chair______________________ Date__________

Signature, Associate Dean of Faculty________________ Date__________

Please mail completed form to Rachna Sinnott, Development (or email to sinnotrs@whitman.edu)