



WHITMAN COLLEGE

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; sinnotr@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 sinnotr@whitman.edu)