

Funding Sources Request Form

Project Director: _____ Date: _____

Department: _____ Ext: _____

Co-PDs: (if applicable) _____

Are you looking for funding from: (a all that apply) Private Foundation Corporation Federal/State/Local
 Unsure

Is this Proposal for funding that is: New Continuation Other _____

Steps to take:

- Discuss your idea with your Department Chair or Manager. Yes No
- Have your Dean sign the form. Yes No
- *If Corporate or Private Foundation funding request*, forward the form to the Vice President for Advancement, Stephanie Frost, BLM 228
- *If Government/State/Local request*, forward to the Director of Govt Grants, Susan LaFrance – CNS 300
- If interested in funding from all three areas, forward a copy to both Stephanie and Susan.

Please describe the program or project you would like to pursue below. The information you provide enables Development to better identify and solicit potential funders. Once the process is complete, you will be kept informed about the grant status.

Title of the Project (if known): _____

Project Description (Use additional space if necessary. Attach completed concept papers if available.)

Do you have a funding source identified? Yes No if yes, Funders Name: _____

If yes, do you have a deadline? _____ Website: _____

Do you know of a Fairfield alumna/alumnus that may have an interest in supporting this project?: Yes No If yes,

what is the person's name: _____ Have you discussed this project with this person? Yes No

Are funds being sought as a matching requirement of a federal grant? (NSF, NEH, Private Foundation...) Yes No

What outcomes do you want to achieve? _____

How is this project aligned with the institution's mission statement? Please briefly explain. _____

What is needed for the project? (e.g. personnel, equipment, etc.) _____

Is equipment required in the proposal that is already available for use on campus? Yes No Unk

Equipment Description (other than computer related if required)

Will any special facilities or physical renovations be required for the project? Yes No

If yes, please describe: _____

Will any additional computer services or hardware be required for the project? Yes No

If yes, please describe: _____

Will additional personnel be required? Yes No

If yes, please describe: _____

What portions of this project will require support after the project funding period is completed?

Does the project involve the use of human subjects? If yes, date submitted to or approved by human subject committee. Yes No _____

Does the project involve the use of laboratory animals? Yes No
If yes, species _____

Date submitted to or approved by Animal Welfare Committee: _____

Does the project involve the use of radioactive materials? Yes No
Date submitted to or approved by the University _____

Does the project involve the use of controlled substances? If yes, date submitted to or approved by the University. Yes No _____

Does the project involve Recombinant DNA research? Yes No

Does the proposed project contain potential patentable ideas? Yes No

Does the proposed sponsor impose restrictions on freedom to publish research results? If yes, explain. Yes No

Will subcontractors be used? Yes No

The University asks you to consider whether or not this project involves any unusual hazards. If yes, explain. Yes No

If yes, who? _____

Timeline for project: _____

Estimated Budget

	Funding Source	If Known	
		University Matching	Third Party Donations
Salaries/Stipends (Professional Staff)	\$		
Salaries (Support Staff)			
Fringe Benefits	\$		
Travel	\$		
Housing	\$		
Construction	\$		
Computing	\$		
Equipment/Supplies	\$		
Conferences	\$		
Other	\$		
Total Project Budget	\$		
University Support			
Fundraising Required			

Total Project Budget \$ _____

Things to consider when formulating a budget:

- Student Summer Housing Costs and Space Availability.
- Indirect Costs – Is calculated as on-campus or off-campus.
- Insurance Benefits – FICA/Insurance/Retirement
- Marketing.
- Rental Space / Equipment.
- Travel costs.
- Faculty Replacement Costs.
- Course Release Needed.
- Food and Misc Costs.
- Clerical Support
- Conference Attendance

Required Signatures:

Project Director: _____ Date: _____

Chair: _____ Date: _____

Dean/Manager: _____ Date: _____

Please obtain the following signature when funds for new *computer services or hardware* are being sought or if *contributed costs include hardware or technology infrastructure*:

Vice President for Information Services: _____ Date: _____

Please obtain the following signature when funds which *impact physical resources (i.e. facilities)* are being sought or if *contributed costs include updates to facilities or physical resources*:

Vice President for Administrative & Student Affairs: _____ Date: _____

Academic Vice President: _____ Date: _____

Advancement Vice President: _____ Date: _____

*For Foundation and Corporate Grants return this form to: Stephanie Frost, BLM 228.

*For Government grants return this form to: Susan LaFrance, CSN 300.

*If funding is being sought from all three sources return form to: Stephanie Susan