

THE COLLEGE OF WOOSTER
Intent to Submit Form

Please submit this form in the early stages of proposal preparation and at least one month before the proposal's due date.

This form is intended to assist you as you begin the proposal submission process and ensure that the appropriate campus officials are aware of your proposal and have provided institutional approval. It also alerts the Offices of Advancement and Academic Affairs of your intent to seek external funding.

Please contact **Broede Armstrong, Associate Director of Sponsored Research**, at barmstrong@wooster.edu or ext. 2264 to assist you with this form and your proposal.

PI Name(s): _____ Today's Date: _____

Department(s): _____

Title (or description) of project or proposal:

Funding agency/foundation to which you are applying: _____

Is this a collaborative proposal with another school or individual? ☐ Yes ☐ No

If yes, with whom? _____

Is this a subaward agreement? ☐ Yes ☐ No

If yes, with whom? _____

Due date for submission: _____ Approximate amount of request: _____

How many years of funding are you requesting? _____ Expected start date: _____

Are matching funds required? ☐ Yes ☐ No

If yes, please explain:

Does this proposal involve the creation of new staff or faculty positions? ☐ Yes ☐ No

Does this proposal provide research or funding for students in the summer and/or academic year? ☐ Yes ☐ No

Does this proposal involve the purchase of new equipment (including computers) or renovations? ☐ Yes ☐ No

No Are animals, human subjects, or biohazard involved? ☐ Yes ☐ No

If yes, please contact the appropriate committees for approval.

Signature, PI(s): _____ Date: _____

Signature, DFD: _____ Date: _____

Signatures affixed hereto constitute an acknowledgment of the Applicant's intent only and do not imply any institutional support, commitment, or endorsement thereof.

Please submit your completed form to Broede Armstrong at barmstrong@wooster.edu