

**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](mailto:barmstrong@wooster.edu) or ext. 2264 to assist you with this form and your proposal.

PI Name(s): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Title (or description) of project or proposal:

\_\_\_\_\_

Funding agency/foundation to which you are applying: \_\_\_\_\_

Is this a collaborative proposal/subaward?  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 positions?  Yes  No

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

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

If yes, please contact the appropriate committees for approval.

Signature, PI(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature, Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit your completed form to Broede Armstrong at [barmstrong@wooster.edu](mailto:barmstrong@wooster.edu)**