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| **INSTITUTIONAL ADVANCEMENT**  **Project Description Form** | |
| When to Use  This Form | * You have an idea for a project or program that requires outside funding and need assistance with seeking funding sources. * You identified a funding program or RFP that may fit with your project and would like Institutional Advancement to review it and help determine next steps. |
| Why to Use  This Form | Providing the information requested below will:   * Ensure that Institutional Advancement staff understand your project. * Help determine an appropriate course for locating funding. * Help reveal possible connections across campuses or programs that can strengthen your project’s probability of being funded. * Help determine whether and how your project aligns with priorities for your campus and the university. |
| Who Gets  This Form | Please send the completed form to the Grants and Foundation Relations Office or the Institutional Advancement Office for your campus. If you have questions about completing the form, please contact IA for assistance. |
| AU & PhD LC: Lisa Farese  Los Angeles: Liz Crozer  Midwest: Rosemary Naulty  New England: Cindy Rodenhauser Stewart  Santa Barbara: Barbara Greenleaf  Seattle: Ingrid Ingerson |
| Next Steps | Institutional Advancement will review the form and contact you to talk about the project and how to proceed. Feel free as well to call him or her to discuss it, particularly if you have identified a funding program with a specific deadline. |

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| Date: Click here select date. | | | | |
| * Tell us your name, campus and department. | Name: Your name | | | |
| Campus: Your campus | | | |
| Department: Your department | | | |
| * Please provide your contact information. If you provide multiple phone numbers, please indicate which is the best one to reach you (we will assume your office phone is best unless otherwise indicated). | Office Phone: Office phone | | | Preferred |
| Other Phone (optional): Other phone | | | Preferred |
| Email: Your email | | | |
| * Please tell us who else at Antioch University will be part of the project. | Name | Campus | Department | |
| Name | Campus | Department | |
| Name | Campus | Department | |
| * What is the project title or the name of the program for which you seek funding? | Project Name | | | |
| * Please summarize your project in 150 words or fewer. | Project summary | | | |
| * Do you anticipate other institutions or companies partnering on this project? | Yes, but I haven’t identified them yet | | | |
| Name | | | |
| Name | | | |
| * Does the project align with any University or campus priorities? If so, please tell us what priorities it relates to. If you’re not sure, leave this blank and Institutional Advancement staff can help determine the answer after reviewing the form. |  | | | |

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| * Have you identified prospective funders for your project? | | | |
| Name | Website | | Contact Name and Title |
| Funder name | Funder website | | Contact name/title |
| Funder name | Funder website | | Contact name/title |
| Funder name | Funder website | | Contact name/title |
| * If this project is in response to a specific funding program or RFP, please attach a copy or provide a link to it | | URL | |
| * Please tell us about your proposed project or program in two pages or fewer. If you have a brief description, no need to re-do it. Just attach it to this form.   + What problem, need or question does it address?   + What are the goals and objectives?   + What makes this project unique?   + Is the project multi-disciplinary?   + Is the project multi-campus or have the potential to be?   + What are the expected outcomes or impacts and how they will be measured?   + What is the total amount required for project?   + Provide a start to finish timeline for project (start/end dates and dates for milestones, if appropriate). | | | |
| Project description | | | |

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| * **SUMMARY BUDGET**   If you have a complete budget, no need to recreate it here – just attach it when you send the completed form. | Double-click in the table to activate the Excel spreadsheet. Enter information in year 1; totals and years 2-5 will calculate automatically. Indirect costs will calculate automatically at AU's negotiated F&A rate. Direct costs will increase at a rate of 5% per year. For projects of less than 5 years, delete data from additional years. |

