**Antioch University Approval Form for Letters of Inquiry/Pre-Proposals**

**DO NOT SEND THIS FORM TO FUNDING AGENCY: FOR UNIVERSITY USE ONLY**

Please send this completed form and a copy of your proposal to the Institutional Advancement staff person for your campus/area (listed on page 5) at least five (5) working days prior to the sponsor’s deadline***.***

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| Project Director/Principal Investigator:  |
| Department:  |
| Campus:  | Phone:  |
| Project Title:  |
| Name of Foundation/Funding Agency:  |
| Due date:  |

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| Total amount of funding sought:  |
| Are matching funds required? [ ]  Yes [ ]  No |
| Will the budget include any of the following? If yes, please provide brief explanation or attach budget. |
| In-kind support [ ]  Yes [ ]  No New personnel [ ]  Yes [ ]  NoEquipment [ ]  Yes [ ]  NoFacilities [ ]  Yes [ ]  No |

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| **Project Summary**Provide a brief (e.g. 50 words) description of the proposed project below or attach a brief description of the project. |

**Signatures**

Principal Investigator

 Print Name Signature

Grants Office

 Print Name Signature

President, VPAA or Dept. Chair

 Print Name Signature **Finance Office and Grants Office Contact Information**

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| **Financial Contacts** |
| **Central****Midwest****PhD in Leadership and Change** | Kyle Fuchs, Manager of Accounting Services888 Dayton Street, Suite 102Yellow Springs, OH 45387937-769-1366kfuchs@antioch.edu |
| **New England** | Rita Tornatore, Campus Finance Director40 Avon StreetKeene, NH 03431-3516603-283-2361rtornatore@antioch.edu |
| **Los Angeles** | Naomi Castro, Director of Accounting400 Corporate PointeCulver City, CA 90230310-578-1080 x 413ncastro@antioch.edu |
| **Santa Barbara** | Paul Luciano, Campus Finance Director602 Anacapa St, Santa Barbara, CA 93101805-962-8179 X 5103pluciano@antioch.edu |
| **Seattle** | Tsegerida Giorgis, Accounting Director2326 Sixth AvenueSeattle, WA 98121206-268-4016tgiorgis@antioch.edu |
| **Grants Office Contact** |
| **Central****Los Angeles****Midwest****Santa Barbara****Seattle****PhD in Leadership and Change** | Lisa Farese, Interim Director of Grants and Foundation RelationsPhone: 310-578-1080, x343lfarese@antioch.edu |
| **New England** | Don Woodhouse, Grants Office DirectorPhone: 603-283-2101dwoodhouse@antioch.edu |