**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  No  Equipment  Yes  No  Facilities  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**

|  |  |
| --- | --- |
| **Financial Contacts** | |
| **Central**  **Midwest**  **PhD in Leadership and Change** | Kyle Fuchs, Manager of Accounting Services  888 Dayton Street, Suite 102  Yellow Springs, OH 45387  937-769-1366  [kfuchs@antioch.edu](mailto:kfuchs@antioch.edu) |
| **New England** | Rita Tornatore, Campus Finance Director  40 Avon Street  Keene, NH 03431-3516  603-283-2361  [rtornatore@antioch.edu](mailto:rtornatore@antioch.edu) |
| **Los Angeles** | Naomi Castro, Director of Accounting  400 Corporate Pointe  Culver City, CA 90230  310-578-1080 x 413  [ncastro@antioch.edu](mailto:ncastro@antioch.edu) |
| **Santa Barbara** | Paul Luciano, Campus Finance Director  602 Anacapa St, Santa Barbara, CA 93101  805-962-8179 X 5103  [pluciano@antioch.edu](mailto:pluciano@antioch.edu) |
| **Seattle** | Tsegerida Giorgis, Accounting Director  2326 Sixth Avenue  Seattle, WA 98121  206-268-4016  [tgiorgis@antioch.edu](mailto:tgiorgis@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 Relations  Phone: 310-578-1080, x343  [lfarese@antioch.edu](mailto:lfarese@antioch.edu) |
| **New England** | Don Woodhouse, Grants Office Director  Phone: 603-283-2101  [dwoodhouse@antioch.edu](mailto:dwoodhouse@antioch.edu) |