



Office of Sponsored Research and Grants  
East Campus, Ronald Building #164, extension 3343

## Grant Inquiry Form – New Grant Requests

Name (Project Director) \_\_\_\_\_ School/Department \_\_\_\_\_ Date \_\_\_\_\_  
Email \_\_\_\_\_ Ext \_\_\_\_\_

**Please attach a concept paper (no more than two pages) to this form, and include the following information:**

### Statement of Need:

- What is the problem you are trying to address?

### Plan of Action:

- How do you propose to alleviate the problem or what is your plan of action? (who, what, when, where, how)
- Provide brief supporting documentation or statistics

### Budget Projection:

- Include estimated funding request from Funding Organization.
- If possible, itemize budget items.
- List anticipated APU resources needed: Computers, Web Development, Software, Peripherals; space; Legal: MOUs or contracts required; Instructional personnel.

---

Approval by Project Director \_\_\_\_\_

Date \_\_\_\_\_

---

Approval by Dean \_\_\_\_\_

Date \_\_\_\_\_

### NEXT STEPS:

Once you have obtained the approval signature from your school Dean, please sign the form and return it to the Office of Sponsored Research and Grants. We will research public and private grant options (need 10 working days) and provide you a list of our results, which will include names of funding sources, due dates, and application guidelines and procedures.