

*UNIVERSITY OF WEST ALABAMA*  
**NOTIFICATION OF GRANT PROPOSAL DEVELOPMENT**

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Project Director/Adm. \_\_\_\_\_

College/Department \_\_\_\_\_

Funding Agency \_\_\_\_\_ Deadline: \_\_\_\_\_

Name of specific program for which proposal is being prepared. \_\_\_\_\_

CFDA No. \_\_\_\_\_

Give the purpose and nature of the proposal (one or two sentences). \_\_\_\_\_

\_\_\_\_\_

Type of Proposal: ( ) Research ( ) Instruction/Academic Support ( ) Public Service  
( ) Professional Development ( ) Multi-Purpose ( ) Other Specify: \_\_\_\_\_

Initial estimate of the amount to be requested. \_\_\_\_\_ Length of Project \_\_\_\_\_

\_\_\_\_\_ Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Initial estimate of matching funds required and/or commitment of the University. \_\_\_\_\_ Amount or Percentage of Match: \_\_\_\_\_  
In-Kind  Yes  No  
Cash Only  Yes  No

List types of data needed from the Office of Institutional Effectiveness and/or Office of Sponsored Programs or attach copies of relevant portions. \_\_\_\_\_

\_\_\_\_\_

The persons below have received a copy of this form. \_\_\_\_\_  
Date \_\_\_\_\_

Department Chairperson\* \_\_\_\_\_

Other Supervisor, Dean, etc.\* \_\_\_\_\_  
\* Please notify Office of Sponsored Programs of Receipt and Approval.

**Return form electronically or hard copy to Office of Sponsored Programs, Choctaw Tavern or bhavvard@uwa.edu**

**OSP USE ONLY.**

Institutional Proposal No. \_\_\_\_\_

Date Mailed to Agency \_\_\_\_\_

## **Instructions for Notification of Grant Proposal Development**

*The Notification Form is not an approval form or a firm commitment. It reflects your interest in applying for a specific grant. Prior to working on a grant application, you should discuss with your chair and complete this form. Submit to the Office of Sponsored Programs electronically or hard copy.*

*Feel free to come by the office, Choctaw Tavern, to discuss.*

*We will assist you in any way that we can.*

**PRINCIPAL INVESTIGATOR:** The faculty member who is the primary individual developing the grant application. The Principal Investigator is the primary contact person for questions and serves as the leader for the team. When funded, the Principal Investigator becomes the program director or responsible person.

**PROJECT DIRECTOR/ADM:** The project director is usually the administrator who is responsible to the Provost and President to assure that the grant is implemented according to University policies and the funding agency policies. It is possible for the Principal Investigator to be the Project Director and the Principal Investigator. The difference is usually in the budget. For questions related to the director, do not hesitate to ask OSP.

**COLLEGE /DEPARTMENT:** Identify your department and college if different; otherwise, complete as applicable.

**FUNDING AGENCY:** The name of the Federal or State Agency in which you are seeking funding. If you are seeking funding from foundation, give the name in this blank.

**DEADLINE:** State the date that the grant application must be received at the funding agency.

**NAME OF THE SPECIFIC PROGRAM:** Each agency had several specific programs that are funded. Please give the name of the program, such as Upward Bound, Bridges to Baccalaureate, Artistic Excellence, Interpreting America's Historic Places, or STEM Scholarships. The title of program is at the beginning of the RFP (Request for Proposals Guidelines)

**CFDA No.:** This stands for Catalog of Federal Domestic Assistance number. All Federal Documents are given a number that is used for identification and classification purposes. It is usually two numbers, a decimal, and three numbers such as 93.137. This can be found on the announcement of funding and the grant guidelines. It is required on forms that you will be completing through grants.gov.

**Give the purpose and nature of the proposal:** Write a sentence or two about the primary purpose of the grant. If this is a collaborative grant, please include this information here.

**Type of Proposal:** Check the type of proposal on which you are working. *Research* refers to project in which specific research is carried out with specific results. *Instruction and Academic Support* are programmatic projects to improve or enhance the instructional program, such as a program to enhance biology for minority students or improve the instruction of English. *Public Service* Proposals are projects that address community needs and include community partners such as programs that address Community Outreach, Health Issues, or School Programs. Proposals may be *Multi-Purpose* with a research component and a public service component. Of course, the project may not fall into any specific category. If so, please check *Other* and explain under *Specify*.

**Initial estimate of the amount to be requested.** Check the amount that is designated in the guidelines as the amount of the grant. Sometimes, the average amount is given with a ceiling for the maximum. Provide an estimate based on this amount.

Length of Project: Give the length of the project in months or years based on what is acceptable.

Start Date and Ending Date: The start date is usually in the guidelines. Provide the approximate start and completion date here. This is an estimate, not a contract.

Initial estimate of matching funds: The grant guidelines will usually state in the overview and budget areas whether cost sharing or matching is required. This is very important. Please state whether they are required or not. If required, go to the next section.

Amount or Percentage of Match: Specify the amount of the match or the percentage rate. The guidelines will state, usually in the budget section, that a match of 25% is required. An explanation is included of how to compute this match, whether it is on the total project or only amount requested. This is important because the amounts are different.

In-Kind or Cash Match: The guidelines will state if the match must be cash or in-kind. It is easier to do the in-kind than cash. Do not let a match discourage you. Talk to OSP and let's see what can be done.

List types of data needed from the Office of Institutional Effectiveness and/or Office of Sponsored Programs or attach copies of relevant portions: The Office of Institutional Effectiveness maintains data that is needed for proving capacity and need. For enrollment data or faculty data, check with Patricia Pratt for information. Please do this at least a week before you need data. The OSP maintains data related to poverty, education, employment, and other demographic factors for the service area. In addition, the office has copies of capacity statements, mission statements, critical need statements, demographic descriptions, and related information that can be very helpful.

The persons below have received a copy of this form: Be sure that you send this to your chair and ask your chair to work with your dean so that everyone is aware of your interest in applying for this grant. Please send a copy of the form to your chair and ask him/her to send e-mail to OSP so that we may begin a file and provide assistance to you in the process.