

Request for External Funding

The purpose of this form is to notify the Office of Research Administration (ORA) Pre-Award team of your intention to submit a proposal. This form must be completed when WCU is the lead institution on a proposal, a subaward through another institution, or if the sponsor is adding new funds to an existing WCU project. Faculty are asked to submit this form at least 2 months prior to the official grant submission deadline.

Note: In preparation for your initial meeting with the ORA team, Faculty are asked to thoroughly read through the RFP and send us any questions or concerns that you have with the RFP or the requirements therein at least 48 hours prior to the scheduled initial meeting.

Your Information

PI Name(s):

Today’s Date:

Department:

College:

Proposal Information

Sponsor/Funding Agency:

Funding Opportunity Number:

Grant Application Deadline:

Estimated Project Start/End Dates:

Approximate Amount of Request:

Link to Funding Program/RFP:

Title (or brief description) of project:

Do you have prior experience submitting to this sponsor/type of RFP?

☐ Yes

☐ No

If yes, list previous proposal title(s):

Do you have any elements of this RFP completed?

☐ Yes

☐ No

If yes, list completed elements:

Are matching funds/cost share/in-kind required?

☐ Yes

☐ No

Does this proposal involve the purchase of new equipment, including computers?

☐ Yes

☐ No

If yes, please send us a copy of the quote/invoice of the equipment to be purchased along with this form.

Does this proposal allow for facilities fees/indirect costs (F&A)?

☐ Yes

☐ No

Does this proposal involve course release/reductions?

☐ Yes

☐ No

If yes, state if course release will be in Fall or Spring semester, both or unknown:

Is this a collaborative proposal involving other institutions/entities outside of WCU?

☐ No, this is a WCU submission only.

☐ Yes, WCU will be the lead with subaward(s) to other institutions/entities.

Other Institution(s)/Entity

☐ Yes, WCU will be a non-lead as a subaward to another institution/entity.

Other Institution(s)/Entity

Compliance

If your project involves any of the elements below, please contact the following individuals at your earliest convenience...

- Mallory Ball, Director of Research Compliance and Integrity at mball@wcu.edu
- Garrett Davis, Compliance Officer at davisg@wcu.edu

Vertebrate Animals

☐ Yes

☐ No

Human Subjects

☐ Yes

☐ No

Biohazards

☐ Yes

☐ No

Export Control

☐ Yes

☐ No

Please submit this completed form along with a copy of the RFP to Samantha Ellithorpe, Pre-Award Service Manager at sellithorpe@wcu.edu