

**Notice of Intent to Apply for External Funding
Pepperdine University**

Research and Sponsored Programs • TAC-336 • 310.506.4819 • Fax: 310.506.7233 • rspinfo@pepperdine.edu
Corporate and Foundation Relations • TAC-321b • 310.506.4151 • Fax: 310.506.7233

The Notice of Intent Form is used to communicate information regarding research and special projects faculty would like to initiate or continue that require external funding. Prior to submitting this form, faculty are encouraged to have informal discussions with the department Chair or Dean concerning the potential project. Submission of this form does not commit you to the proposal or project; it will be used for communication and planning purposes within the Offices of Research and Sponsored Programs and Corporate and Foundation Relations. These two offices will then be better prepared to assist you during the proposal submission process.

Please keep in mind that most proposals require a minimum of 4-6 weeks to prepare and process prior to submission.

Date/Time Field

Contact Information:

Project Director _____

School/Unit: _____ Division/Dept: _____

Phone: _____ Fax _____ Email: _____

Brief Description of Proposed Research of Project: (max 250 characters)

Anticipated Project Dates: _____ to _____

Anticipated Funding Agency: _____

Is there a specific deadline? Yes No If Yes, _____

Do you have a copy of the agency's guidelines? Yes No

Is a pre-proposal required? Yes No Unknown

Is a letter of inquiry required? Yes No Unknown

Estimated Amount of Request: _____

Is cost share/matching involved? Yes No Unknown If Yes, Amount _____

Is in-kind support involved? Yes No Unknown

Is release time needed? Yes No Unknown

Is additional space required? Yes No Unknown

Assistance Requested in Preparation of the Proposal (check all that apply):

- Identify potential funding sources
- Project development
- Assist with draft of proposal narrative
- Edit draft proposal
- Construct budget

Additional Comments: