

DATE: \_\_\_\_\_

# BERRY COLLEGE

## Intent to Submit an External Proposal

*To be filled out by the Project Director/Investigator at the start of proposal development.  
This form should be submitted to your school Department Chairperson and Dean.*

Project Director(s)/Department: \_\_\_\_\_

Type of Request:  Research Grant  Fellowship  Travel  Other \_\_\_\_\_

Working Title of Proposal: \_\_\_\_\_

Funding Source: \_\_\_\_\_ Deadline for Submission: \_\_\_\_\_

Is release time requested?  No  Yes If yes, how many courses? \_\_\_\_\_

Estimated budget request: \_\_\_\_\_

Please describe any facilities and/or equipment that would be required: \_\_\_\_\_

Are matching funds required?  No  Yes At what level? \_\_\_\_\_

### **Brief summary of proposal**

### **Approvals:**

*Your signature indicates initial approval for the faculty member to continue with the project/proposal as described.*

Signature of Chairperson(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_