



PACIFIC LUTHERAN UNIVERSITY

MEMORANDUM

TO: Provost
FROM:
DATE:
RE: **NOTICE OF INTENT TO APPLY FOR A GRANT**

We understand the final proposal and budget are to be submitted at least **three working days before the submission deadline.**

1. Description of the proposal:

2. Granting agency: _____

3. Application deadline date: _____ Anticipated decision date: _____

4. Amount of grant request: \$ _____ over _____ years.

5. Indirect costs requested? \$ or % _____ over _____ years.

6. This proposal will require:
 Release time for faculty Remodeling Action by the Space Committee Ongoing maintenance
 Matching funds from PLU \$ _____ In kind contributions \$ _____
 Matching funds from other external sources (if sources are known, please list): \$ _____

7. Other "costs" to PLU: (release time not covered by grant, ongoing costs after the funding period, such as special supplies, maintenance, salary or travel)

8. Other grant implications:
(anticipated positive outcomes)

APPROVED: Department Chair/Budget Head _____

Director of
Corporate/Foundation
Relations, Office of
Development _____

Dean/Director _____
