

Proposal Review Sheet

Office of Corporate and Foundation Relations

Project Director _____ Phone _____

Department _____ E-mail _____

Project Information

Name of Project _____

Please indicate the amount of funding you would like to request _____

Brief project description (attach Concept Paper): refer to the attached Concept Paper Guidelines

Will there be partners involved? Yes _____ No _____

If there will be partners, will they be with a:

_____ University of Virginia College or School

_____ The University of Virginia's College at Wise Department

_____ Community Organization

Please indicate the type of funding you wish to receive:

_____ Corporate _____ Foundation

Do you know of any funding sources that can be pursued for the above project? If so then please list them:

Proposal Review Sheet

I acknowledge that in order to receive the stipend, I must complete all steps in the procedures for proposal submission through the Office of Corporate and Foundation Relations outlined at the end of this document.

Project Director Signature

Date

This proposal has been discussed with my department chair and the Office of Corporate and Foundation Relations. Both approve of the project concept and its conditions.

Department Chair Signature

Date

Office of Corporate and Foundation Relations

Date

Provost or Other Administrative Official

Date

Outline of Procedures for Proposal Preparation and Submission Stipend

After the proposal review sheet is complete, signed and approved, these simple steps are required to apply for funding:

- Pre-proposal meeting with the Office of Corporate and Foundation Relations at least 16 weeks prior to deadline for submission (if project director has identified a prospect or prospects for funding);
- Follow-up meeting at least 6 weeks prior to deadline for submission (after prospects have been identified and approved by the Office of Corporate and Foundation Relations for solicitation);
- Draft of proposal, budget and budget narrative submitted to the Office of Corporate and Foundation Relations at least 3 weeks prior to deadline for submission;
- Submission of any revisions or changes suggested by the Office of Corporate and Foundation Relations for final review at least 10 business days before the funder's deadline.

****Once all signatures are secured please return to the Office of Corporate & Foundation Relations in Bowers-Sturgill Hall.**