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*Office of Research and Sponsored Projects*

1121 N. State College Blvd., Fullerton, CA 92834-6850 / T (657) 278-8334 / F (657) 278-7238

**Grant Writer Request Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Principal Investigator Information** | | | | |
| Name: | | Department: | | |
| College, Unit, or Division: | | | | |
| **2. Collaborative Team / Participating Colleges** | | | | |
| Participating Colleges: | | | | |
| Co-PI/Co-I: | | | | |
| **3. Funding Opportunity** | | | | |
| Funding Agency/Sponsor: | | | | |
| Proposal Deadline: | | | Project Duration: | |
| **4. Confirmation of Eligibility/Criteria** | | | | |
| \_\_\_\_\_ The selected proposal meets the eligibility criteria for a grant writer (large-scale institutional grant; budget will be *at least* $1M of total budget for the proposed project period);  \_\_\_\_\_ This notice and request is provided at least sixty (60) calendar days *prior* to proposal submission deadline;  \_\_\_\_\_ The following three (3) documents are attached for consideration: 1) a two-page concept paper, 2) a brief justification on why the project is selected for a grant writer service and how this project will directly impact the University as a whole (both faculty and student body), and 3) a copy of the funding program solicitation;  \_\_\_\_\_ This request can only be used once per fiscal year;  \_\_\_\_\_ This request is for full indirect cost rates, unless otherwise approved by the College;  \_\_\_\_\_ This proposal includes collaboration from at least one other college on campus, or tangibly and directly affects students in other colleges | | | | |
| **5. Approvals** | | | | |
| **Dean** | | | | |
| Name: | Signature: | | | Date: |
| **AVP of Research** | | | | |
| Name: | Signature: | | | Date: |

***Due to limited funding, this service is available at the discretion of the Office of Research and Sponsored Projects***

**Submit the completed form and three (3) requested documents to Dr. Chris Liu (**[**cyliu@fullerton.edu**](mailto:cyliu@fullerton.edu)**) and the Office of Research Development (**[**ORD@fullerton.edu**](mailto:ORD@fullerton.edu)**).**