

**Major Federal Funding Grant Development Program  
Application**

Revised 9/20/05

Name: \_\_\_\_\_

Department : \_\_\_\_\_

Department Chair: \_\_\_\_\_  
(Signature) Date

1. Title of Proposal:
  
2. Narrative Explaining the Project

### 3. Significance to Your Field

### 4. Significance to Your Professional Growth (please submit copy of vita)

### 5. External Grant Information

Name of program and funding agency that the proposal will be submitted to (please provide printed information about the agency and program or provide a URL to that information):

Have you made contact with a program officer concerning your project? If so, please submit evidence of correspondence.

Proposal Deadline:

### **6. Anticipated budget request: Project Budget**

NB: Address the following criteria, which must be met to be eligible for this program:

- Budget of at least \$150,000
- Significant portion salary and wages
- Multi-year proposal
- If is collaboration with other colleges, SUNY-Potsdam is lead college and SUNY-Potsdam's share of the budget meets the above criteria

**7. Timeline for project completion and grant submission:**

NB: The release must be taken during the semesters during which the grant proposal is being written.

8. Proposed Budget (for grant development funds-up to \$1500)

Travel (itemize travel, food, lodging, etc.) \_\_\_\_\_  
Supplies (list) \_\_\_\_\_  
Other (list) \_\_\_\_\_  
TOTAL: \_\_\_\_\_

Approvals:

Department Chair: \_\_\_\_\_

Dean: \_\_\_\_\_

Submit to the Office of the Provost by December 15 to apply for release time beginning the following fall semester or by March 15 for release time beginning the following spring semester. The Provost will review applications with advice from the appropriate Dean and the Director of Research and Sponsored Programs.