

HAMPTON UNIVERSITY

REQUEST TO APPLY FOR GRANT/CONTRACT

(Proposal Must Accompany Form)

Proposals with established deadlines should be submitted to the Office of Sponsored Programs for processing at least 7(SEVEN) days prior to the deadline. The proposal should be in its final draft when submitted for approval. Rev: Apr 22, 2011

Select One: ☐ New _____ Continuation _____ ☐ Renewal _____

Sponsor: _____ Date to Mail: _____

Project Title: _____

Principal Investigator: _____ Department: _____

Category: Research _____, Applied Research _____, Development Research _____

First Year Budget Summary:	Reimbursement* & New Direct Costs	Matching Funds **
Salaries & Wages	\$ _____	\$ _____
Student Aid	\$ _____	\$ _____
Other Direct Costs	\$ _____	\$ _____
Indirect Cost	\$ _____	\$ _____
Total (Year 1)	\$ _____	\$ _____
Total of Subsequent Years	\$ _____	\$ _____

Indirect Charge % (IDC) _____ - **If the IDC is less than Hampton University's approved rate attach the justification and administrative approval.**

Will additional space be required? No _____ Yes _____ Type/Location: _____

*Will release time be required? No _____ Yes _____ if yes, provide detail below:

Fall (Name)	Percentage	Spring:	Percentage

**Are matching funds required? No _____ Yes _____ If yes, list source(s) and \$ amount(s) below or on separate sheet.

Is Technology/Equipment/Instrumentation included in the budget? No _____ Yes _____

If no, explain _____

Are Travel funds included in the budget in the budget? No _____ Yes _____

If no, explain _____

Signature of Principal Investigator _____ Date _____

AUTHORIZATION RECOMMENDED

_____ Department Chairperson/Director

_____ School Dean

_____ Budget Executive

_____ Vice President for Technology

_____ Provost (or Vice President)

_____ V.P. for Development (or Representative)

_____ A.V.P. for Office of Governmental Relations (or Representative)

_____ V.P. for Business Affairs (or Representative)

_____ President