



PROJECT NOTIFICATION FORM

Date _____

Principal Investigator _____ Email: _____ Phone: _____

Working Project Title _____

Proposed Project Dates _____ Duration of Project _____
(Start - End) (# of Months)

Dollar Amount Needed to Run the Project (estimate) _____

Proposed/Required Institutional Support Amount: _____ (Including any potential course releases)
Please attach a brief explanation.

Space Requirements: Additional Space/Facilities Needed _____ Alterations/Renovations _____
Please attach a brief explanation of the project's space requirements

Proprietary or Potentially Patentable Information Included in Proposal: Yes No

Project Abstract and Budget: *Please attach a brief summary (one page or less) of your proposed project as well as a detailed project budget and budget justification (up to two pages)*

Potential Funder Name, if applicable: _____

You will need to obtain approval from the relevant College Dean or University Administrator for your project idea before proceeding to work with either the Center for Faculty Excellence or the Office of Corporate and Foundation Relations to develop your proposal.

College Dean or Administrator Approval _____
(Name & Signature)

For projects/programs with budgets that will exceed \$100,000, that will require any University cost sharing or other institutional commitments, or where there is an expectation by the funders that the University will continue the program or project after the conclusion of their funding, you will also be required to present your idea to the External Funding Priorities Committee for approval.

For projects to be funded by companies or foundations, please contact Lori Friedman, Assistant Vice President of Corporate and Foundation Relations, at lori.friedman@simmons.edu or 617-521-2367.

For projects to be funded by governmental agencies, please contact Lenko Tankov, Senior Associate Director of Research and Sponsored Programs, at lenko.tankov@simmons.edu.