



LETTER OF INTENT (LOI) FORM

- Only For Grant Applications that Require Submission of a LOI -

- ⇒ Please submit a completed LOI and this LOI form to grants@springfieldcollege.edu for approval distribution as soon as you know you want to explore a potential grant opportunity.
- ⇒ If approved, the Office of Grants and Sponsored Research will submit the LOI you attached with this form. You will be notified when the LOI was submitted.
- ⇒ If you choose to move forward with a grant application please note you must submit the **Approval Form to Develop a Full Grant Application** at least 4-weeks prior to the grant deadline set by the funding agency.

I. PROJECT INVESTIGATOR / PROJECT DIRECTOR			
Project Investigator/Project Director	Phone	Email <small>@springfieldcollege.edu</small>	
Will there be a Co-Project Investigator/Co-Project Director? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name: _____		Division/School/Department	
II. FUNDER INFORMATION			
Funding Agency / Sponsor:			
Name of Grant Program and Funding Announcement Number (if applicable):			
Letter of Intent Due Date:		Full Proposal Due Date:	
Project Purpose (Check one) <input type="checkbox"/> Research <input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Community Service <input type="checkbox"/> Other, specify: _____			
III. DATE AND SUBMIT			
TODAY'S DATE:			
Please submit this form and the completed Letter of Intent (LOI) to grants@springfieldcollege.edu . The Approval Form to Develop a Full Grant Application can be found at https://pridenet.springfield.edu/ICS/Academic_Departments/Academic_Affairs/Grants_Sponsored_Research/			

VI. APPROVALS (Office Use Only)				
LINK TO THE RPF/FOA/Funding Announcement:				
	Approve		E- Signature	Date
	Yes	No		
Department Chair/Division VP	<input type="checkbox"/>	<input type="checkbox"/>		
Dean of the School	<input type="checkbox"/>	<input type="checkbox"/>		
Provost/VPAA	<input type="checkbox"/>	<input type="checkbox"/>		
Grants & Sponsored Research	<input type="checkbox"/>	<input type="checkbox"/>		
Email signed the LOI form to grants@springfieldcollege.edu				