



## 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](mailto: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 <a href="mailto:grants@springfieldcollege.edu">grants@springfieldcollege.edu</a> . The <b>Approval Form to Develop a Full Grant Application</b> can be found at <a href="https://pridenet.springfield.edu/ICS/Academic_Departments/Academic_Affairs/Grants_Sponsored_Research/">https://pridenet.springfield.edu/ICS/Academic_Departments/Academic_Affairs/Grants_Sponsored_Research/</a>		

VI. APPROVALS (Office Use Only)				
Link to Funding Announcement:				
	Approve		<b>E- Signature</b>	<b>Date</b>
	Yes	No		
Department Chair/Division VP	□	□		
Dean of School	□	□		
Grants & Sponsored Research	□	□		
EMAIL SIGNED FORM TO <a href="mailto:GRANTS@SPRINGFIELDCOLLEGE.EDU">GRANTS@SPRINGFIELDCOLLEGE.EDU</a>				