The Advancement Office (CFR) assists faculty and professional staff in the development of proposals to private sources. This form is designed to facilitate the fundraising process and to serve as the final sign-off on your proposal.

Project Title: ___________________________________________________________________________________________
Submitted by: _________________________________________Ext: ___________ E-mail address: _____________________
Department: _________________________ College: _______________________ Campus: ___________________________

Project Objective: Please attach a 1-2 page description of the project. (Attach a proposal if available.)

Project Cost:
A. Estimated Total Cost of Project $_____________________________
B. Funds available from other sources, including currently budgeted funds. List sources and amounts.
1. __________________________________________________ $_____________________________
2. __________________________________________________ $_____________________________
3. __________________________________________________ $_____________________________
C. Subtotal of funds available from other sources. $_____________________________
D. Total funds to be sought in this request. $_____________________________

Budget: Please attach a full budget (contact our office for assistance if needed) for the project including all direct and indirect costs (faculty release time and stipends, tuition waivers, construction and renovation costs and maintenance and utility costs).

Faculty Release Time? ___No  ___Yes
Will any personnel be paid from this grant? ___No  ___Yes
Are there any FDU In-kind contributions? ___No  ___Yes
Are space modifications required? ___No  ___Yes
Can project proceed if total funding cannot be secured? ___No  ___Yes

Type of funding needed: ___One time  Continuing over ____ years. ___Ongoing

Timetable: Proposal due ___________ Project to begin ___________ Project to end ___________

Have funding opportunities from Federal and State sources been explored with the Office of Grants and Sponsored Projects?
___Yes  ___No

Pre-Approvals:
Department Chair/Director: ______________________________________ Date: ___________
Dean: ___________________________________ Date: ___________
Provost: ___________________________________ Date: ___________
Vice President (if applicable): ______________________ Date: ___________

Final Proposal Approvals:
Department Chair/Director: ______________________________________ Date: ___________
Dean: ___________________________________ Date: ___________
Provost: ___________________________________ Date: ___________
Vice President (if applicable): ______________________ Date: ___________

Note: If this is a collaborative project, approvals should be secured from all Department Chairs/Directors and Deans involved. Please return signed form to Richard Reiss, Senior Vice President for University Advancement, H-DH3-13. If you have any questions, please call 201-692-7007. PROPOSALS MUST BE RECEIVED BY THE ADVANCEMENT OFFICE (CFR) 7 WORKING DAYS PRIOR TO THE DUE DATE OF THE PROPOSAL.