**Notice of Intent to Submit a Small Grant**

The internal proposal approval process is no longer required for grants totaling $5,000.00 or less that meet all the requirements detailed below. To submit a small grant, review the requirements, complete this form and submit to your dean and either the Office of Sponsored Programs and Research Activities (government) or the University Advancement Office of Corporate and Foundation Relations (foundations/corporations).

**Note:** In the case of proposals to foundation or corporate donors, prior communication with Corporate and Foundation Relations is still required in order to avoid any conflicts.

**This small grant meets the following requirements:**

the total requested budget is $5,000 or less

the funder **does not** require a detailed budget or financial reporting

cost-sharing **is not** required by the sponsor or included in the budget

no salaries are charged to the grant (including on-term, off-term or overload)

the grant does not require modification of existing space

the grant does not require creating a new degree program or organizational unit

If the small grant does not meet all of the requirements outlined above, please submit the internal summary form and budget for review and signature. These forms can be found at <http://www.udmercy.edu/academicaffairs/ospra/processes/index.htm>

**1. PROPOSAL TITLE:**

**2. PROJECT DIRECTOR:**

**3. COLLEGE/SCHOOL:**

**3. DEPARTMENT:**

**4. PHONE:**

**5. EMAIL ADDRESS:**

**6. SPONSOR/DONOR:**

**7. SUBMISSION DEADLINE:**

**8. TOTAL BUDGET REQUEST:**

**9. BRIEF PROJECT DESCRIPTION (2-3 sentences)**

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