



CORPORATE AND FOUNDATION PROPOSAL SUBMISSION FORM

In order to maximize support from foundations, steward foundation relationships and grants, and to manage potential risk, and financial and administrative responsibilities associated with grants, this form is to be completed once a Foundation has been identified as a viable funder for new projects or activities (excluding recurring grants for on-going programs/projects). It should be fully executed before a Letter of Intent (LOI) or proposal is submitted. Project Directors are encouraged to consult with the Office of Research and Sponsored Projects (ORSP) and the Office of Development during the initial stages of identification and review. Approval of acceptance of a grant is a separate process jointly overseen by the Office of Research and Sponsored Projects and the CSUN Foundation.

This form can and should also be utilized when funding is requested from a Corporation for new projects or activities (excluding sponsorships for events and on-going support of existing programs).

SECTION 1

Funding Organization:

Corporate or Foundation Contact Name & Title:

Street , City, Zip:

Telephone:

E-mail:

Total Funding Request and Payment Terms:

SECTION 2

Name of Project Director:

Proposal Title:

College/Division:

Department:

Telephone:

Email:

Due Date:

Letter of Intent Proposal

Proposed Start Date:

Proposed End Date:

Purpose and Summary of Proposal:

SECTION 3

Please answer the questions below. If the answer to any of the following questions is "YES," please use the space below to provide additional explanation and information for the reviewers.

1.	Does this proposal commit University funds for matching or cost sharing? (e.g. Indirect cost, release time)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does the proposal provide additional employment compensation for project personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Will project require the use of additional physical space? If so, please indicate the amount of square footage in the explanation below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are there risk management considerations involved? (i.e., radiation safety, drones, off-site locations)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are carcinogens, mutagens, infectious diseases, recombinant DNA or hazardous waste involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are HUMANS or ANIMALS involved as experimental subjects? If so, indicate status of IRB or IACUC approval in the explanation below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Will any part of this project take place outside the U.S. or involve foreign companies or institutions; involve foreign national faculty, staff, students, or collaborators; or include the exchange of project information, equipment, or materials with foreign entities or individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Will this project result in the generation of data or creative materials or outputs, i.e., inventions, copyrightable materials, literary or artistic works, trademarks, among others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Will this funding potentially result in a naming or recognition of a University program or physical space?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you checked "YES" for any questions above in Section 3, please use the space below to provide additional information or explanation. Please identify each answer by corresponding question number

1.	
2.	
3.	
4.	
5.	
6.	
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9.	

SECTION 4

Execution of this form represents the consensus of the signatories regarding the proposal's technical merit, allocation of university resources, financial budgeting, and the solicitation of the funder. The review and approvals do not represent specific approval of personnel, title classifications, or salary rates. These areas are expected to conform to University policies and procedures including, but not limited to, classification, job description, and salary and affirmative action requirements

Director or Principal Investigator	Signature	Date

Department Chair	Signature	Date

Dean/Vice President	Signature	Date

AVP Development and Alumni Relations	Signature	Date

Chief Financial Officer, CSUN Foundation	Signature	Date

AVP Research and Graduate Studies (if applicable)	Signature	Date

Vice President-University Advancement (if applicable)	Signature	Date

The approval of the Associate Vice President - Research and Graduate Studies and the Vice President of University Advancement will be obtained upon review by the Associate Vice President for Development and Alumni Relations. Some submissions may not require their approvals and the Chief Financial Officer of the Foundation will be the final approver. Once the Form has been approved, all parties who have indicated approval will be notified by the Chief Financial Officer of the CSUN Foundation.

Questions regarding this Form can be directed to University's Office of Development at (818) 677-4400.