

PROSPECT RESEARCH REQUEST FORM

CORPORATE AND FOUNDATION RELATIONS

Requested By:	School/Unit:	Email/Phone:
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PROJECT INFORMATION

Project Title: _____

Project Summary & Budget: **ATTACH ONE-PAGE PROJECT SUMMARY AND BUDGET**

Project Summary should include:

I. Brief description of proposed project

- a. Example: "Wayne State University's College of Education proposes to..."
- b. Include target population, activity, timeframe, etc.
- c. Budget narrative in a few sentences (i.e., the requested amount & major budget categories)

II. Goals and intended outcomes

- a. If there is a need – internal or external – that drives the goals, note it
- b. Include a statement about measurements or metrics

III. Wayne Involvement

- a. Suitability of college (i.e., why this program will be conducted by the college)
- b. Titles & qualifications of key staff
- c. If the University has already committed resources, indicate here

IV. Additional details

- a. Partners within & outside of the university & the role they will play in the program
- b. How the target population will be identified
- c. More information about the timing & location of program delivery
- d. Any other relevant information

PROJECT SCOPE & TIMELINE

What is the geographic scope of the project? _____

Who are the primary beneficiaries? _____

Is the project new or ongoing? New Ongoing

If new, when will it begin? _____

If ongoing, how long has it been in operation? _____

What are the expected project outcomes? _____

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FUNDING

Have you already identified potential foundations or corporations? Yes No

Have you already applied for funding? Yes No

If so, what is the status of those submissions? _____

Have you already received funding for this project? Yes No

If yes, please list name of funder(s), amount(s) received and date received: _____

TYPE OF SUPPORT NEEDED

Check all that apply:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Capital | <input type="checkbox"/> Program Continuation | <input type="checkbox"/> Evaluations |
| <input type="checkbox"/> Building/Renovation/Space | <input type="checkbox"/> Program Implementation | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Matching Funds | <input type="checkbox"/> Staffing |
| <input type="checkbox"/> General Operating Support | <input type="checkbox"/> Research Funding | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Program Development (start-up) | <input type="checkbox"/> Publication Funding | <input type="checkbox"/> Other _____ |

FINANCIALS

What is the total budget for the project? _____

How much funding is needed? _____

What range of funding would be acceptable? Minimum: \$ _____ Maximum: \$ _____

Have you discussed the project with the Dean/Chair of your unit? Yes No

- Send all completed Request Forms to gayle.mcaleenan@wayne.edu
- Allow 30 days for Prospect Research to be completed.
- Contact Gayle McAleenan (313-577-8847) with any questions.

Date Received by CFR: _____