



## Instructions for Pre-Proposal Approval Form

This form serves as the initial notice of your intent to submit a grant or contract proposal to any public or private funding source. All approvals are required before proceeding with signing the contract or developing the proposal and contacting prospective funding sources. Approvals will be handled electronically.

Administrative approval of this initial notice does not imply approval of the final contract or proposal. A final approval form must be submitted at that time. Please complete and submit this form to your department head **at least 30 days prior to proposal or contract deadline**.

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**Submission deadline:** date and time when the grant proposal must be submitted or contract signed. (NOTE: please allow 2-3 extra days in the event of any problems with electronic grant submission, e.g., grants.gov, or legal review.)

**Project Title:** The proposed title of your grant or contract.

**Principal Investigator or Project Director:** Your full name as it appears on the proposal (limited to one name), academic department name, and office phone.

**Co-investigator and Department:** Any co-investigator(s) who are involved in the project with academic department name and office phone.

**Brief description of project:** Provide a 1-2 sentence synopsis of your proposed grant project or contract.

**Project Type:** (please select only one):

- Research/Development: initiate or enhance research, medical, scientific, or other technical activities.
- Instruction/Training: facilitate classroom preparation materials or professional development training.
- Public Service: provide service(s) to individuals other than state employees.
- Student Service: provide services to students (includes K-12 and higher education).

**Crossroads Strategic Plan:** if applicable, please select the strategic plan pathway to which your proposal most closely relates. (see below)

### Shepherd University Crossroad Strategic Plan Elements

1. Inspire student learning and development: improve the quality of learning through the integration of items such as technology in teaching, critical thinking, and wellness throughout the curriculum; improve academic standards while maintaining access for West Virginia citizens; develop a value-added approach to student advising; ensure a high degree of professional preparation for students; improve Shepherd's diversity and commitment to social justice; enhance graduate and continuing education programs for the lifelong learner.
2. Optimize potential of faculty and staff: attract, retain, and reward excellent employees; increase the number of instructional and support staff, particularly addressing the ratio of full-time faculty to part-time faculty; develop a diverse work force and to promote a welcoming

community reflective of our pluralistic society; ensure the availability of support systems for faculty and staff, including such items as effective work space, technological tools with accessible on-campus training, professional development, and wellness activities; recognize outstanding employee performance; provide incentives for retirees to maintain a connection to the University through established and continuing education programs; develop innovative curricular initiatives, faculty scholarship and student research.

3. Create a beautiful and welcoming campus: Buildings and grounds will be well maintained and aesthetically pleasing for visitors and the campus community; create focal points to communicate the identity of the University; enhance the learning experience through the physical characteristics of buildings and grounds; evolve from an environment where driving is the norm, to one where walking to and from campus buildings is not only the standard, but a welcome activity; assure that all facilities are accessible to all users; commit to sustainability of the environment as the University campus is developed; seek grant funds for the preservation of historic structures that are an asset to the community.
4. Stimulate the cultural and economic development of the region: provide economic and cultural development opportunities for the region; contribute to the community's quality of life through excellent performances, exhibits, competitive athletics, and educational and recreational activities; seek resources and fresh opportunities to develop innovative partnerships; commit to open dialog and on-going communication with the greater community; provide an academic structure that stimulates economic and cultural development; educate students who will become cultural, economic, and civic leaders.

**WV HEPC Compact**: if applicable, please select the institutional compact element to which your proposal most closely relates. (see below)

#### **Institutional Compact Elements**

Enrollment: to increase undergraduate and graduate growth

Retention rate: to improve the rate of undergraduate and graduate students who remain in school

Graduation rate: to improve the rate of students who graduate

Assessment of student learning: to improve student learning outcomes and student scores on national assessment tests (e.g., NSSE, CLA)

Alignment with K-12 schools: to improve communication and collaborative working relationships with local schools

Use of instructional technology: to increase opportunities for student learning through technology

Career placement: to improve graduation student employment in prepared fields

Institutional financial aid: to increase the proportion of need based financial aid

Promotion of Global Awareness: to increase student involvement in study abroad programs

Educational Services to Adults: to increase the number of adult learners

Student Civic Engagement: to promote student involvement in civic engagement and service learning activities

**Funding agency/source**: provide the full name of the foundation, government agency, or organization from which you are seeking grant funding or contract agreement.

**Agency/source type**: select the type which most closely matches your funding source.

**Number of submissions allowed**: some funding sources limit the number of proposal submissions the organization (in this case, Shepherd University) is allowed to make at any one time or in a given year. If applicable, this is usually stated in the RFP.

**Amount to be requested:** provide your best estimate of the support that you will be requesting from the funding source. (When you submit the Final approval form, a budget must accompany your proposal.)

**Matching funds:** it is VERY important that Shepherd University know in advance any required cost sharing or matching funds, including in-kind (e.g., University space or equipment to be used) that the funding agency/source will require to support your project. This is typically stated in the RFP. Please provide the amount or percent.

**Source of matching funds:** If matching funds are required, please indicate from where you propose to secure these funds. If you do not know at the time of your pre-proposal, please indicate as such.

**Indirect cost reimbursement rate:** Some funding sources, particularly Federal, provide for administrative overhead or indirect cost reimbursement. If allowed, this is stated in the RFP. Please provide the percentage rate.

**Faculty Reassign Time:** Please indicate if you, and/or your Co-PIs if applicable, will be using University paid time to work on the grant or contract project. If so, explain how these University-paid obligations will be met while also participating in the grant or contract project.

**Additional Personnel:** Please indicate if you will need to hire or contract with staff to meet the requirements of the grant or contract. If so, provide required positions, cost, FTE level, etc.

**Sustainability:** Many agencies or organizations require that a grant funded program or project be sustained AFTER the external funding ends. This is usually stated in the RFP. Please indicate if this is the expectation of your grant funding agency or contract and, if so, your plan for sustaining the program/project.

**Special needs:** Please indicate if your project will involve the use of any University space or administrative help (e.g., IT Services). Also, indicate if human or animal subjects, bio- or chemical hazards, proprietary information, or project work at an off-campus location will be involved.

**Policies/Procedures:** Check the box indicating that you have read and agree to comply with all applicable University and SURC policies and procedures. These policies/procedures can be found on the Shepherd website.

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When completed, please e-mail form to Warren Calderone ([wcaldero@shpeherd.edu](mailto:wcaldero@shpeherd.edu)). **Be sure to include front cover page of the RFP or the link to the contract or funding opportunity.**

Mr. Calderone will review and then forward the documents by e-mail to your Department Chair, Dean, and Co-Director of SURC (Dr. Colleen Nolan) for approval. When these approvals have been secured, Mr. Calderone will forward the form to the VP for Advancement and the VP for Academic Affairs or VP for Student Affairs. If necessary (e.g., need for matching funds), they will consult with the President before approving. Once approved by all parties, you will be notified and given permission (with or without possible changes to your proposal) to proceed.

Questions? Please call: **Warren Calderone**  
Director of Foundation  
Government and Corporate Relations  
**ext. 5065.**