

**MONMOUTH COLLEGE MEMO OF INTEREST IN APPLYING  
FOR EXTERNAL FUNDING**

Name(s) of the probable proposers:

Department(s):

Telephone Number(s):

Email address(es):

The General Subject of the Proposal (to investigate X, to conduct field work in Y, to complete archival research at Z, to pursue curricular innovation in applied ABC with Faculty Member X at Monmouth and Sam Spade and Sherlock Holmes at ACM College Y, etc.):

Funding Agency in View (foundation, federal agency such as the NSF or USDA, corporate foundation, etc.):

Will this project involve student assistants or student research partners? Have you begun to explore the possibility of summer housing for the students? Have you contacted Student Life (so they know about the housing) and the Business Office (because the students must be designated 'student workers' by the Human Resources Office)?

Will the proposal include a request for summer salary (typically 2/9ths)?

Does the funding entity allow you to apply for benefits and overhead? (If it does, please do.)

Will the proposal include a request for leave during the academic year? (If so, have you given your department and the Dean a heads-up?)

Will the proposal include a request for equipment? Have you worked with your department chair, the Dean and people in the Facilities department to determine if there is an appropriate location for the piece of equipment? What the on-going maintenance costs be? Will there be additional chemical expendables or lab equipment required as a result of the acquisition of this piece of equipment (and, if so, have you spoken with your department chair and the Dean about an increase in your department budget)?

