**Saint Mary’s College of California**

Office of Research | www.stmarys-ca.edu/office-of-research | Korth Academic Arcade 123

Office of Advancement | www.stmarys-ca.edu/corporate-and-foundation-relations| Rheem Campus

**Intent to Apply Form**

*This form notifies others of your project and intentions and enables staff to support you. The application approval form, circulated later in the process, will require signatures to approve submission of a proposal.*

**Faculty and staff who plan to apply for public or private funding should complete the form 60-90 days prior to an application. Submit as early as possible, and no later than 4 weeks prior to application deadline. For conference sponsorship requests, please allow at least 4 months lead time before the date of the event.** **Still have questions? See the reverse of this form for instructions and contact information.**

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| **1. Project Overview** | |
| Today’s Date: | Submission Deadline\*: |
| PI/Proj. Dir.†: | Title: |
| E-mail: | Phone: |
| Co-PI/Co-Dir.†: | Title: |
| E-mail: | Phone: |
| Project Title: | |
| ***\*Saint Mary’s College’s submission deadline is two business days ahead of the funder’s absolute deadline.***  ***†****If project is a sub-award, list SMC faculty member as PI, adding “Co-PI, SMC sub-award” after your name. List the prime PI as Co-PI, adding “PI / Prime” after their name.* | |

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| **2. Funder Information** | |
| Funder: | Grant Program: |
| Type/Source of Funding: Federal State Foundation Corporation Organization International/Other | |
| Application Type: Full Proposal Pre-Proposal Letter of Intent Subcontract—fill in agency and prime recipient: | |
| Request Type: Program/Project Capital/Equipment Scholarships Operating | |
| URL link to guidelines and forms: | |

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| **3. Budget Information** *– Contact the staff listed on the reverse of this form if you need help with these questions* | |
| A. Estimate for Total Project: $ | B. Estimated Project Term: MM/DD/YYYY – MM/DD/YYYY |
| C. Do the guidelines require cost-sharing (match)? Yes No | |
| D. Is indirect cost recovery allowed by this funder? Yes No | |

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| **4. Time and Effort for Proposed Project** *If you check YES:* |
| A. Will a **faculty member** request salary support for his/her time? Yes No *Term(s)/Year(s):* |
| B. Will a **staff member** include a percentage of effort? Yes No *Month(s)/Year(s):*        C. Does the agency limit grant funded salary recovery? Yes No *Specific Limit:* |

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| **5. Project Description**: In 3-4 sentences, describe goals; activities; personnel; location; equipment needs; anticipated results or outputs; and alignment with Saint Mary’s College Strategic Plan (see reverse of this form). |
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| **6. Project Detail Checklist**: **Does the project include the following components or restrictions? Check all that apply.** | |
| Construction or renovation of facilities | Installation of new equipment |
| Creation of grant-funded positions | Restrictions on the population that may receive grant-funded services |
| Project budget > $100,000 in a single year | Compliance obligations that extend beyond the grant term |
| Board of Trustees approval to apply | Partnership with an outside organization |
| Institutional Review Board approval | Travel outside of the United States |

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| **7. Comments:** For use by deans and administrators. Use this area to comment on the proposed project. |
| **1:** |
| **2:** |

**INSTRUCTIONS FOR THE INTENT TO APPLY FORM**

# Primary investigators / project directors should fill in the form and e-mail it to all of the following:

* Office of Research ([egallagher@stmarys-ca.edu](mailto:egallagher@stmarys-ca.edu)) and Office of Corporate and Foundation Relations ([cao7@stmarys-ca.edu](mailto:cao7@stmarys-ca.edu))
* Your department chair/supervisor
* Your dean, vice provost, or vice president

**Follow-up**

After distributing the Intent to Apply Form, applicants will be contacted within five business days by the Office of Research and/or Corporate and Foundation Relations.

**Lead time for conference sponsorship requests**

For conference sponsorship requests, please allow at least 4 months lead time before the date of the event.  Our corporate sponsors tell us that they will not consider a proposal submitted fewer than 90 days before the date of the event, and some take longer.

**Questions?**

If you have any questions, contact Elizabeth Gallagher, Director Office of Research, at egallagher@stmarys-ca.edu or 925.631.4223, or Carolyn Otis Catanzaro, Assistant Vice President of Development, at cao7@stmarys-ca.edu or 925.631.4914.

**Alignment with the Saint Mary’s Strategic Plan**

To complete section 5 of the Intent to Apply form, refer to the following summary of goals and initiatives from the Saint Mary’s College Strategic Plan. To see the full plan, visit <http://www.stmarys-ca.edu/president/strategic-plan>.

**Distinctive Excellence: Saint Mary’s College Strategic Plan 2015-2020**

**Summary of Goals and Initiatives**

**Vision**

Saint Mary’s College of California will be the leading Catholic comprehensive university in the western United States – known for its academic excellence, foundation in the liberal arts, ethical leadership for a just society and the common good, integrative and collaborative learning, and distinctive transformative education for students.

**Goals**

1. **Raise the Academic Profile and Distinction – “Discovery in Dialogue”**Markers of excellence are demonstrated by the scholarly achievements of faculty and students, the engagement of students with faculty, the transformation of students into leaders, and the relevance of the Saint Mary’s education to achieving a meaningful professional life. Primary initiatives are to:
2. Be nationally recognized for academic excellence.
3. Invest in faculty sufficiency and support.
4. Support academic excellence by building an academic learning commons, and by providing faculty offices and instructional spaces.
5. Prepare graduates for meaningful professional lives.
6. **Support the Student Lifecycle – “Access to Success.”** Initiatives:
7. Implement a comprehensive student housing strategy and a co-curricular program.
8. Become a 24/7 campus that provides a more vibrant and active campus life.
9. Continue progress in the retention, persistence, and graduation of all students.
10. **From De La Salle to Lasallian – “Expanding Responsibility for Lasallian Higher Education”**
11. Enhance the Catholic identity of Saint Mary’s College.
12. Further amplify the impact of the Office of Mission by increasing support of development for mission integration.
13. Raise the visibility of sustainability efforts, consistent with Sustainability Action Plan.
14. **Prioritize Facilities and Footprint – “Defining our Place.”** Initiatives:
15. Complete a Campus Master Plan Update.
16. Advance and sequence facility projects under the approved Campus Master Plan Update and apply financial resources necessary to begin implementation on March 1, 2016.
17. Modernize existing facilities to improve functionality and advance sustainability.
18. **Get the Message Out – “Claiming Our Competitiveness.”** Initiatives:
19. Complete the Saint Mary’s College brand assessment project and integrate core messages with the strategic plan’s vision, mission, and objectives.
20. Fund, develop, and launch an Institutional Marketing Plan.
21. Establish and measure key performance indicators and targets for recognition and reputation.
22. **Ensure Saint Mary’s Financial Stability – “Strengthening Foundations in Affordability.”** Initiatives:
23. Advance a robust culture of philanthropy in support of priorities and strategic objectives.
24. Develop a multiyear enrollment management and retention strategy.
25. Articulate a financial aid philosophy.
26. Develop and implement a strategic plan for intercollegiate athletics and campus recreation.
27. Conduct and implement workforce planning and efficiency analysis.