

This form is a template only and is not intended for distribution.  
Modify as necessary to reflect local administrative procedures.



**REQUEST TO SEEK NON-COMPETITIVE FUNDING**

Please review the *Guidelines on Non-Competitive Funding* before completing this form. The *Guidelines* affirm the support of the University for merit-based scientific peer-review as the best mechanism for the allocation of federal funds. In rare instances, and following consideration of specified criteria, a request for exception to the University’s general practice of declining to pursue non-competitive funding may be approved by the Chancellor. This form should be used when requesting an exception.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Proposal Title

**SECTION A - PROJECT COSTS**

\_\_\_\_\_  
Federal agency or department from which funding is sought (including account number if known)

Are there any competitive programs that provide funding for the same purpose? YES / NO

If yes, have you applied for funding from them? YES / NO

If yes, please describe your efforts and results.

\$ \_\_\_\_\_  
Total Project Cost

\$ \_\_\_\_\_  
Total Amount of Congressional Request

Will requests be made for funding for this project from any federal source in subsequent fiscal years? Y/N

If yes, please provide an estimate of dollar amounts to be requested, by year:

Please provide a brief itemized budget, including details of any other sources of funding for the initiative:

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**SECTION B – PROJECT DESCRIPTION**

Please provide a brief description of the project. (This description should be directed towards a reviewer who may not be familiar with your area of expertise. You are encouraged to attach a more detailed abstract if more space is needed.)

Describe how the project or initiative serves to advance the interests of the University:

Describe how the project or initiative serves to advance the national or state interest:

How does your research proposal support the overall mission of the agency from which you are requesting funding? (Please describe any contacts or relationships you have with the agency.)

**SECTION C - OTHER**

Is there a specific legislator whose support it is anticipated will be sought, and/or are there specific legislators with whom this project has been discussed? YES / NO

If yes, please provide details:

Are other academic, governmental, corporate or non-profit partners involved in the project (whether or not they are providing funding)?

Please attach any supplementary documentation describing the value/significance of this project.

\_\_\_\_\_  
Principal Investigator/Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Campus Official

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
**Chancellor**

\_\_\_\_\_  
**Date**

**The completed form should be forwarded to [appropriate location Government Relations staff] no later than December 1 (or a date to be determined by the location).**

Each year, the Office of Federal Government Relations will notify campuses of the date by which Chancellor-approved requests should be forwarded to FGR. It is anticipated that submission will not be required until after the release of the federal budget in early February.