



## Grant Assistance Request Form

Rachel Brubaker, Assistant Director for Grants and Program Development in the Dresher Center, provides assistance to humanities and arts faculty in identifying funders, developing proposals, preparing budgets, and assembling applications, as well as with routing applications for CAHSS and UMBC approval.

Please complete this form with as much information as you can. When you are done click submit at the end of the form. You will be contacted to schedule an appointment. Lead time is essential.

Your name and faculty rank:

Your department or program:

Your email address:

Your telephone number:

Short project title and description (limit 350 characters with spaces):

What is the submission deadline, if known?

Is this an individual or collaborative project?

Funding Type (if known):

Internal funding support (i.e., SFRF, fellowship, SRAIS)

External funding support (i.e., grant, fellowship)

Other:

Do you currently have funding support or pending applications for this project? If yes, list the type and source of this support.

What assistance will you need? (check all that apply)

Funding proposals require significant lead time. Plan for a process of 1 to 2+ months, depending on the complexity of the proposed project and the proposal instructions. Assistance is provided on a client basis (by appointment).

Sponsor/funding research

Proposal preparation

Budget development (applicants should provide all known budget information)

Development of timelines/work plans

Application assembly and formatting

Preparation of UMBC forms (applicants must obtain and provide all necessary approval signatures. Allow 7-10 days for routing.)

Other:

### **Sponsor Information**

*Please complete this section if you have information on the sponsor.*

Name of sponsor (include agency/organization/foundation name and the name of the funding program).

Sponsor contact information (program officer, email, telephone, address, web address)

Has a Call for Proposals been announced? (if the CFP or RFP is online, provide the URL)

Is the sponsor a public/governmental agency or a private entity? Please describe, if known.

Will the grant/award be made to you (individual) or to UMBC?

Is this a subaward? If so, please name the lead institution or individual.

What is the period of the award, if known?

Are you the Principal Investigator (PI)?

Yes

No

If there are co, PIs or collaborators, are they UMBC faculty?

Yes

No

Are there known sponsor restrictions on what can be charged, i.e., indirect costs, salaries?  
Please describe.

Is cost-sharing, matching, or third-party contributions required by the sponsor? Please describe.  
(If yes, documentation from the funder will be required.)

Is Institutional Review Board (IRB) approval necessary for this project?

Yes

No

Will subcontracts be issued for this project?

Yes

No

Will the funding include faculty leave (salary replacement, course release)? If yes, describe.  
Applicants must obtain leave approval following UMBC policy on faculty leave (see UMBC  
Faculty Handbook).