PRE-CONTACT APPROVAL FORM

Faculty/Staff Initiated Research/Projects to Foundations/Corporations – Please complete the form; obtain necessary signatures and mail to **Janine Manning, Foundation Relations, 106 Bedford, Portland** for approval. Janine will contact you to let you know the results. If approval is given, OSP will need to be contacted for budget approval and USM signoff. Approval should be requested 30 days prior to the deadline.

Name _____ **Phone** _____ E-mail _____

Campus Address _____ **School/College/Department** _____

Project Abstract: (use other side for additional space)

Funder/Sponsor To be Approached	Amount to be Requested (Approximate Figure)	Type of Approach A = Letter of Intent B = Pre-proposal Date C = Full Proposal	Estimated Submission Date	Approved/ Clearance Deadline	Denied/Future Availability
1.				☐	☐
2.				☐	☐
3.				☐	☐
4.				☐	☐
5.				☐	☐

_____ _____ _____ _____

Department Chair/Director Signature **Date** **School/College Dean Signature** **Date**

_____ _____ _____ _____

Advancement Approval **Date** **Provost Signature** **Date**

This approval is not the final submission approval. The Blue Sheet form and signatures are still necessary for all grants.

For additional copies of this form, please visit **http://www.usm.maine.edu/osp/pre-contact_app_forms.htm**