



## **FACULTY FUNDING OBJECTIVES WORKSHEET**

Thank you for your interest in securing private/federal funding for a project in your department and for working with our CF&GG Office as we gather information on this funding need. **While there is never a guarantee that funding will be secured for your endeavor**, having this information readily available will allow us to better understand overall priorities in the University and to more effectively match donor interests and objectives with specific funding needs.

### **Consultation with the Dean's Office**

**Have you discussed this project idea with your department Chair and Dean/Dean's office representative? Are they able to fund your project internally, at any level? If so, please indicate the level of support.**

### **Title of (your) Project:**

### **Basics**

#### **Primary Contact Person/ Principal Investigator:**

**Title:**

**Campus Address:**

**Phone:**

**E-Mail:**

**Primary Department/Center Affiliation:**

**Primary/Event/Program Web Site:**

#### **Additional Contact Person:**

**Campus Address:**

**Phone:**

**E-Mail:**

### **Program Summary**

**Please provide a 2-3 sentence description of your program/event/project.**

### **Course Release – % time**

**Please let us know if you need a course release to complete this project. Also please indicate the percent time you will need to devote to this project.**

### **Funding Organization**

If you have identified a private or federal grant opportunity, identify the program; the RFP number or link; and the specific program, project, challenge area, etc. Also, Please indicate the deadline for submission.

### **Statement of Need**

Please provide a brief summary (~one paragraph) of why the project is necessary. For example, what distinctive need(s) will this program meet? Will it advance the field in some unique way? Will it set Suffolk University (or the state/region) apart? What will be different and better as a result of this effort?

### **Program Description**

Please outline how your program/project will address the above need. What are your objectives and goals (measurable outcomes/benchmarks) and how will you reach those objectives (methods)? Who will be served? Who will be responsible for carrying out and evaluating the project? How long will the project last? What is your overarching goal (the long-range benefit you seek)?

## **Budget**

Note the total dollar request. If you are seeking funds for an endowment (rather than funds that will be expended in their entirety) please indicate that here.

## **Time Period**

Indicate whether you are seeking a one time gift of the above amount or multiple gifts over time. (Examples: "one-time gift of \$35,000" or "year 1 start-up funds of \$20,000 plus \$10,000 per year for four years")

## **Other Support**

Please indicate any prior support you have received for this project (include the year and total dollar amount) and any pending applications for support.

## **Signatures**

Project Director \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name:

Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name:

Dean/Dean's Office Representative \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name:

### **Submit completed worksheet to Ava Berinstein:**

Corporate, Foundation & Government Grants  
8 Ashburton Place  
Boston, MA 02108  
Phone: 617-573-8443/Fax: 617-573-8711  
Email: [aberinstein@suffolk.edu](mailto:aberinstein@suffolk.edu)