THE NEW SCHOOL

FAQs on TNS 'Intent to Apply' Form for Sponsored Projects and Research

Access the form by clicking on the link below:
https://spreadsheets.google.com/viewform?formkey=dDVjWmdKVUQ3dnV2M0k0cEVjVGU2dEE6MQ

1. **Who should fill this out?**
   Any faculty or student who is planning on submitting a proposal for a grant or subcontract is asked to complete and submit this online form. This typically includes proposals submitted to public and private funders in support of sponsored faculty research projects and fellowships, dissertation research grants, academic conferences and events, among other areas. It generally does not pertain to grantseeking for scholarships, endowed chairs, gifts, general program/operations support, capital construction.

2. **When should I fill this out?**
   You should submit the online form as soon as you have a potential funder in mind, ideally one month in advance of a program deadline, especially if you plan on submitting a formal proposal that will eventually require review and authorization at various levels of the university.

3. **How long will it take?**
   It is estimated to take approximately 10 minutes to complete, and the form requests only basic information such as brief project description, approximate budget (if known), application deadline, etc. It also asks whether the project being proposed may require faculty course buy-outs, summer salary or paid leave, which would eventually need to be approved by the PI's Dean's office.

4. **Am I required to fill this out?**
   It is not a requirement at this point. However, we are strongly encouraging grantseekers to take part in this new process at the university as we introduce it in the Spring of 2011.

5. **Why is this needed and how will it help?**
   We believe it will help streamline information and communication between the faculty and the divisions along with central administrative offices assisting with your proposal. It will allow administrative staff to better track information related to your grant proposals and to coordinate and communicate processes across various offices. Faculty can also better communicate with multiple offices about their intention to apply for a grant or request assistance in identifying potential funders for their research and projects.

6. **Does this replace the "Grant Proposal Authorization Form"?**
   No. If you develop a full proposal that will be submitted to a funder, you are required to complete and sign the standard Grant Proposal Authorization Form. The university requires at least 5 business days for obtaining the required authorizations on a final proposal before it is officially submitted. More information can be found here: http://newschool.edu/admin/gsp/Forms.html.

7. **What if I don't have a particular funder in mind? Should I still fill out the Intent to Apply form?**
   If you have a project that you would like to seek funding for, you can still fill out the applicable questions in the form, and check the option that requests assistance in identifying potential funders.

8. **I submit multiple grant proposals on a regular basis for one major project or program. Should I fill out this form for each new grant proposal?**
   We encourage you to fill this out at least with the basic information that is unique to each funding opportunity (budget amount, proposal deadline, etc.).

9. **What about Letters of Intent, concept papers or pre-proposals requested by funders?**
   For purposes of assisting you in your funding search and tracking a full proposal, we do recommend you complete the online form as well.

10. **What if I have other questions not addressed here?**
    Please contact Robert Gutierrez, Director of Research Support in the Provost's Office at gutierrj@newschool.edu or 212-229-8947 x2768.