



Office of Research and Sponsored Programs  
Notice of Application for External Funding

Official communication to the Office of Research and Sponsored Programs and Austin Peay State University of the intent to apply for external funding from a single external source. Official communication to the chair or supervisor and dean or VP that the appropriate resources, time allocation, and approvals have been discussed and are approved. Austin Peay State University reserves the right to modify or reject an application or award that does not meet the policies of the institution.

**Project Description**

Title of Project			
Faculty Name		Today's Date	
Chair Name		Grant Deadline	
Department		Agency	
Other Personnel		Agency Type	

Release Time?	Yes	No	Effort	Personnel Types/Funds Proposed	
Fall				Faculty	Graduate Assistants
Spring				Students	Reg. Hourly/Temp
Summer/Other				Stipends	Scholarships

**Compliance (Check all that Apply)**

Human Subjects?		Animal Subjects?	
Subrecipients/Subawards?		Consultants?	
Non-US Partner?		Diversity, Equity, Inclusion Initiatives?	

*ORSP USE BELOW THIS LINE*

*We have reviewed the grant application to be in compliance with department and institutional policies and grant guidelines.*

Department Chair	
ORSP	
Other Signatures	
Other signatures	

\*Enter the number of WLCs required for the project. Each faculty member has 15 workload credits (WLC) per semester or 10.66 WLC in the summer. The 15 WLCs include 3 WLCs (or 20% effort) for research, service, and administration. The chair must approve release time. APSU policy 2:061 Time and Effort Reporting.

**Please submit the final proposal to ORSP before sending to the agency so we can check the budget before submission.  
Please do not submit your grant to the agency without the ORSP signature.**

**ATTACH A PROPOSED BUDGET**