



**OFFICE OF RESEARCH AND GRANTS
GRANT SEARCH QUESTIONNAIRE**

In Order to assist the Grant Team in locating appropriate Grants to support our operations, we have developed this questionnaire to be able to narrow down our searches to a more specific level. Please complete this for each Grant you wish researched. The information is important to defining “key phrases” for each grant search.

Requesting Department:							
Submitted by:				Extension or Phone:			
Email:							
Please describe what you are seeking funds for?							
Please check the content the exists for the program.				<input type="checkbox"/> Goals & Objectives <input type="checkbox"/> Problem / Needs Statement <input type="checkbox"/> Program / Project Budget			
Please indicate which option best describes the program or project.				<input type="checkbox"/> Budgeted <input type="checkbox"/> Not Budgeted / Startup funding needed			
If budgeted, how much is in your budget?							
How much do you need to get started?							
If you receive Grant Funding, how will you sustain this program or project in the future?							
Please describe the time frame for starting the program or project?							
In order to assist in the search process, please provide the following information on your program or project.							
Population served:							
Age range:							
Gender:							
Disease or Program Target:							
Please identify key staff within your department who will work on potential grant opportunities with the Grants Office.							
Department Manager Name and Signature:							
						Date:	