

## How Foundation Relations work with University Units for External Funding

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### **I. Purpose**

To identify the process for how foundation relations works with University faculty and/or staff to seek foundation funding.

### **II. Areas of Responsibility**

The responsible parties for this collaborative process include Foundation Relations and the grantseeker (the affiliated faculty/staff member seeking funding). The grantseeker must be committed in time and effort to pulling together necessary content for an external submission including program history, project details, timelines, short and long term goals, measurable objectives, budgets, etc. Foundation Relations will serve as a consultative resource through the process and will advise and lead the donor engagement and request strategy.

### **III. Policies Associated with this Process**

The grantseeker must have the approval of their supervisor and dean to seek external funding, ensuring that the outreach aligns with goals of their department and division.

The full process narrative description will be included for full reference.

The grantseeker must complete a Pre-Proposal Template Form and send to Foundation Relations to begin the working process. Please contact Foundation Relations with any questions regarding the form. It can be a collaborative process.

**IV. Process Owner** Director of Development, Foundation Relations

**V. Author** Brandy McFall

**VI. Effective Date** December 1, 2015