



Initial Memo Form (IMF)

This Form should be signed in the order listed below where applicable.

1. Submitting Faculty/Staff Member (Principal Investigator PI/Grant Manager GM).

By submitting this form I understand and agree that all proposals to funding organizations must be submitted to advancement@bethlehem.edu before being submitted to the funding organization.

Full Name: Position:.....

Phone Ext.: Department:..... Faculty:.....

2. Proposed Project Title:

3. Objectives of the Proposed Project:

1.

2.

3.

4. Estimated date to begin the Project:.....End:

5. Please attach Full Budget including Salaries – to be signed by the Grants Comptroller.

6. Please include any contribution of the University towards this Grant if applicable, in cash

and/or in kind:.....

7. Please list potential Funding Sources you would like to approach and for which you are seeking approval including any past involvement with them and their website. If not, please confirm that you wish the Advancement Office to seek funding.

Name:..... Website:.....

Past Involvement:.....

Contact Person:..... Email:.....

If you wish the Advancement Office to assist with funding for the proposed project click here

Additional Comments:
.....
.....

Signature of PI/GM: Date:

(If Applicable):

Chairperson Comments:.....

Signature of Department Chairperson: Date:

Dean of Faculty Comments:

Signature of Dean of Faculty Date:

Dean of Research Comments:

Dean of Research:..... Date:

Information below this line is for Executive Counsel Members only:

Approval of VP for Academic Affairs:.....	Date:
Approval of VP for Human Resources:.....	Date:
Approval of VP for Finances:.....	Date:
Approval of EVP:	Date:
Advancement Office Response:	
.....	
Approval of VP for Advancement:.....	Date:

Updates: October 24, 2024

PS: PI/GM to receive a written response within 10 working days from date of submission.