

Proposal Submission Form (Form 3)

Please send completed form via e-mail to the Office of Research (ndaly@mica.edu) along with electronic copies of all proposal documents listed below. The Office will complete the bottom of this form and forward it and all proposal documents to the Corporate, Foundation & Government Relations Office for submission to the funder. Items with an asterisk are required.

Please check each box to indicate that this proposal package includes:

- Cover Letter *
- Final Proposal *
- Completed Budget *
- List of attachments required by funding source * (see p. 2 for list of standard attachments)
- Any non-standard attachments that you wish to enclose (e.g. letters of support, photos, press, gallery guide, etc.)

Faculty Applicant Information		
Name:	MICA Phone:	Alt. Phone:
Title:	MICA E-mail:	
Proposal Submission Information		
Please select proposal type: (Select one)		
Is there a firm Deadline?: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Date:		
Please remember that final proposals must be submitted to the Office of Research at least 10 business days before they are due.		
If this proposal relates to a current grant for which you are requesting renewed support, please provide the grant #:		
If this proposal relates to a current MICA project for which you are seeking additional support, please provide the project's restricted budget code:		
Mode of proposal submission: Print/mail <input type="checkbox"/> Electronic <input type="checkbox"/>		
If Electronic:		
<ul style="list-style-type: none"> • Is advance online registration required? Yes <input type="checkbox"/> No <input type="checkbox"/> • Submit application to: (email address/URL) 		
Please list any special mailing or submittal instructions below. If none, leave blank.		
Source Info (Required for data entry.)		
Name:	Title (e.g. Program Officer):	
Phone:	E-mail address:	
Funder Name:		
Address:	Address:	
Please list any eligibility requirements (including financial matches) that must be satisfied in order for this project to be considered for funding by this source. If none, leave blank.		
Office of Research use only.		
I have reviewed this proposal/report and it is ready to be submitted: <input type="checkbox"/> Name:		

Standard Attachments provided by MICA's Corporate, Foundation & Government Relations Office:

- 501(c) (3) letter (indicates non-profit status)
- Board of Trustee's list
- MICA's Annual Report
- IRS Form 990
- Audited Financial Statements
- Institutional Operating Budget
- Maryland Cultural Data Profile
- Annual Report of the President
- Resume/Biography of MICA's President and Board Members
- MICA's Articles of Incorporation
- MICA's Bylaws

If an external funding agency requires an attachment that does not appear on this list, please contact the Corporate, Foundations & Government Relations Office for assistance:

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