

Report Submission Form (Form 4)

Please send completed form via e-mail to the Office of Research (ndaly@mica.edu) along with electronic copies of all report documents listed below. The appropriate Office will complete the bottom of this form and forward it and all report 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 report package includes:

- Cover Letter *
- Report *
- Reconciled Budget *
- List of attachments required by funding source, if applicable * (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:	Preferred e-mail:	
Report Submission Information		
Please select report type: (Select one)		
Is there a firm Deadline: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Date:		
Please remember that report packages must be submitted to the Office of Research at least 10 business days before they are due.		
Please provide the External Grant # (if applicable):		
Please provide MICA Restricted Account # associated with this project:		
Mode of report submission: Print/mail <input type="checkbox"/> Electronic <input type="checkbox"/>		
If Print, please provide mailing information:		
Name & Title (e.g. Program Officer):		
Organization Name:		
Address:	City, State Zip:	
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.		
Office of Research use only.		
I have reviewed this report and it is ready to be submitted: <input type="checkbox"/> Name:		

In most cases, the standard attachments listed below are only required with letters of intent or proposals. However, in some cases, a funder may want you to enclose some of the attachments listed below with your interim or final report. Please be sure to check the reporting guidelines to ensure that your report package includes all required information.

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

- 501(c) (3) letter (indicates non-profit status)
- Board of Trustee's list (with or without professional affiliations)
- MICA's Annual Report
- IRS Form 990
- Audited Financial Statements
- Institutional Operating Budget (projected or budget to actual)
- Maryland Cultural Data Profile
- Annual Report of the President
- Resume/Biography of MICA's President and Board Members

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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