



## **Institutional Relations and Development Funding Request Form**

Institutional Relations and Development is your partner in seeking external funding from individuals, corporations, government and foundations. All requests must come through IR&D. We will work with you to develop submissions and contacts with funders.

IR&D cannot assure funding, but will work cooperatively with divisions to find funding for approved projects.

To submit a project idea, please provide the following information:

Submitted by

Title

Email Address

Phone

1. What patient/community need will your project address?
2. Why is University Hospitals the place to do this?
3. Briefly describe the proposed project and how it will address that need.  
(Include timeline; whether this is an existing project or a pilot effort; evaluation plan; and external partnerships or approvals – if any - that are required.)  
\*Requests of \$500k or more require an approved business plan.
4. What are your short-term and long-term goals? What are your anticipated outcomes and how will you measure them?
5. Who is the lead staff person responsible for carrying out the project?

6. What evaluation is planned for this project? Who will lead the evaluation process?

7. Please estimate the project cost as indicated below:

Dedicated time (salary/fringe) of existing staff:

Dedicated time (salary/fringe) of new staff:

Equipment:

Supplies:

Other:

**TOTAL:**

8. Over what period of time will funding be needed?

9. How will the project be sustained after this period?

10. Do you have a funder (or funders) in mind for this project? If so, please specify.

11. Approval must be obtained from your Division Chief and must be indicated below:

**Name of leader:**

**Approved by:**

**Date:**

**Please submit to:  
Jori [Mintz@UHhospitals.org](mailto:Mintz@UHhospitals.org)**

**Our team will investigate potential opportunities and  
respond with feedback within two weeks.  
Thank you. We look forward to working with you.**