

# JMU's Madison Trust grant application

## Submission deadline: November 18, 2022

*You can begin then leave and return to finish this form any time before you click SUBMIT. After you click SUBMIT, the form will refresh and start a new proposal.*

Madison Trust is an initiative of University Advancement managed by the office of Corporate & Foundation Relations in collaboration with colleagues across campus. If you need assistance with this form, please email [madisontrust@jmu.edu](mailto:madisontrust@jmu.edu) or call 540-568-3196.

\* Required

## Let's get started!

1. Innovation project title \*

2. Today's date \*

Please input date (M/d/yyyy)



## Project owner information

If your team has multiple parties, please select one person to serve as project owner who will be the main point of contact for any communication and program updates.

3. Last name \*

4. First name \*

5. Email address \*

6. Mobile number \*

7. Best way to contact: \*

Email

Phone

Text

8. Department \*

9. College or unit \*

## Approvals

Please ensure that your approval chain is aware of your idea prior to submission. (\*This\* form doesn't need to be "approved," but it's helpful that people are aware of your submission prior to receiving an approval-request email, which will be sent automatically when you submit.) If approved, your proposal will be forwarded to JMU senior leadership and select external partners for review and

10. Approver's name (usually a dean) \*

11. Email address \*

## Project information

Tailor your responses to a general/non-technical audience, as reviewers will include members of JMU administration as well as select external partners who have varied backgrounds and interests. **Be succinct and clear, and aim to create excitement and interest for your idea.**

12. Provide information on your project team: faculty, staff, or students who will participate directly in your project idea.

13. Summarize your innovation in 2–5 sentences. (Your summary will be used for promotional purposes.) \*

14. Describe your project idea, emphasizing innovation and creativity, in 500-750 words (max. 4,000 characters for this field). \*

15. Continue your answer to #14, above, if you need additional space. Do not exceed 750 words total for your description.

16. Total budget amount (up to \$25K) \*

## Budget details

Provide a breakdown of anticipated costs using the fields below, and use the "other" field for any additional anticipated expenses. (Projects selected to present in March will have the opportunity to submit a revised budget closer to the event day, if needed.) **Please use numerals only (omit the**

### 17. Personnel \*

### 18. Travel \*

### 19. Equipment \*

### 20. Supplies/materials \*

### 21. Postage and printing \*

22. Speakers' honoraria \*

23. Other \*

24. You can use this field to add information or explain/expand on your budgetary needs.

25. Who will manage/assist with your project's budget (departmental budget administrator)? \*

26. Departmental budget administrator's email \*

27. What could you do with only partial funding for your project? \*

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