

Purdue Faculty Guide to Foundations

For non-centrally managed foundations

	Action step	Who can help
1	Express interest in financial support from foundations.	Seek approval from: <ul style="list-style-type: none"> • College Associate Dean for Research • Department heads • Unit Director
2	Considering Foundations as a means of support.	<ul style="list-style-type: none"> • College or unit development staff • If none or Discovery Park, contact Foundation Relations
3	Identifying a foundation(s) that matches your research or other interests.	Community of Science search engine: <ul style="list-style-type: none"> • www.cos.com
4	Learn more about a foundation(s) identified or seek help with a match.	<ul style="list-style-type: none"> • College or unit development staff
5	Proceed with contacting potential funder(s): review guidelines, deadlines, required forms and past support to Purdue that will lead to creating action steps.	<ul style="list-style-type: none"> • College or unit development staff
6	Decide how to make the primary contact with the chosen foundation(s).	<ul style="list-style-type: none"> • College or unit development staff
7	Phase 1: <ul style="list-style-type: none"> • Draft Letter of Intent and brief budget. • Seek administrative approval. 	<ul style="list-style-type: none"> • College development staff • College Associate Dean for Research • Department heads or unit director • Department business office
8	Submit to Foundation.	<ul style="list-style-type: none"> • College or unit development staff
9	Phase 2: <ul style="list-style-type: none"> • Draft proposal narrative, budget, required forms. • Seek administrative approval. 	<ul style="list-style-type: none"> • College development staff • College Associate Dean for Research • Department heads or unit director • Department business office
10	Submit to Foundation.	<ul style="list-style-type: none"> • College or unit development staff