**MEMORANDUM**

**TO:** Cabinet, Deans, Department Heads, Center Directors and Research Administration & Finance

**FROM:** Virginia Gregg, Vice President for Finance and Chief Financial Officer

Graig R. Eastin, Vice President, Institute Advancement

**RE:** Letter of Inquiry/Intent (LOI) & Proposal Submissions

**DATE:** November 29, 2016

Institute Advancement’s (IA) Office of Corporate and Foundation Relations is responsible for managing a portfolio of national and international corporations and foundations to support fundraising and research activities between Rensselaer and private philanthropic foundations.

Foundation Relations researches opportunities and Requests for Proposals (RFPs) which are circulated to the deans, faculty, staff and/or the Office of the Vice President for Research.

Foundation Relations is the primary contact with the foundation and maintains relationships with their program officers.

Since most foundations limit the number of submissions per organization, Foundation Relations is responsible for the coordination of the submission process including the formation of internal selection committees and engagement of campus partners across portfolios. IA is aware of active funding from foundations – *in some cases foundations will not accept new submissions if there is current award*.

The following is the university procedure for all foundation submissions (including corporate and private foundations) from departments, faculty and staff members:

1. IA will submit all foundation letters of inquiry, pre-proposals and grant applications directly, as IA manages the relationship with the prospect.
2. If a budget needs to be prepared and submitted, IA will engage Research Administration and Finance (RAF) to prepare and review the budget. RAF will provide IA with the approved budget to be included with other forms needed for the foundation submittal.
3. In compliance with the Cost Sharing Policy for External Research Grants and Fellowships (outlined by VPR memo of April 15, 2016), Foundation Relations will work with PI’s and campus partners to obtain required Pre-approval waivers.
4. Foundation Relations will coordinate, plan and execute site and campus visits across campus portfolios to develop new and foster ongoing partnerships.
5. IA submits all stewardship or progress reports directly to the foundation as required. RAF will work with faculty and PI’s in order to obtain this information. RAF will prepare the budget forms and send them to IA for submittal.
6. IA prepares and submits an updated report that lists all grants that have been submitted to foundations. This form will be submitted to Finance and RAF on ongoing basis.

Please do not hesitate to contact either of us with any questions regarding these procedures. Thank you for your attention to this matter.