**Grant Writer Support Request Form**

This form will be used to request that MU Extension use funds for a contract grant writer to improve the competitiveness of a specific grant proposal that is in process at MU Extension. The Extension Budget Director will approve/deny all requests for contract grant writer support, in consultation with the Grant Administrator.

When deciding whether to submit a request for contract grant writer support, please consider whether the project fits the following project criteria:

* The proposal PI/PD is a MU Extension faculty member
* The total amount of the request is at least $250,000
* The grant proposal is a request for new funding or a competitive renewal request for which funding is not guaranteed, i.e., not a non-competing request for continuation funding.
* The proposal due date is at least three weeks from the date of this request and the PI/PD has a draft of the part(s) of the proposal that he/she would like assistance with
* The PI/PD has expressed a willingness to work with a contract grant writer
* The state program director, education director, or regional director has expressed strong support for the proposal and/or expressed that the proposal is a priority

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| **Date of this request:** |  |
| **Proposal due date (at sponsor/funder):** |  |
| **Principal Investigator/Project Director:** |  |
| **Sponsor/funder:** |  |
| **Amount of request (please estimate within 10% of actual):** |  |
| **Type of grant writer support requested:*** **Substantive “read & revise,” i.e., a critical review of** narrative per guidelines and review criteria (15-20 hours)
* Copy edit to improve grammar and clarity (5-10 hours)
* Assistance with specific attachments (5-10 hours)
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| **Number of hours of support requested:** |  |
| **Other comments:** |  |