

**Letter of Intent**

**2026-2027**

The Letter of Intent (LOI) is a pre-requisite to submitting a full application\*

Faculty/Staff Member: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Full applications will require budget and signatures/approvals of immediate supervisor/department head/VP.*

**Project purpose and goal(s):** Please provide a brief description of the purpose of your request? What are the goals you wish to achieve with your bright idea? (**250 word maximum**)

*Purpose:*

*Goals:*

**Project Outcomes:** How will you measure success? (**250 word maximum**)

**Budget:** Explain how you will use Innovation Funds? (check anticipated budget categories below). Requests are limited to a maximum of $15,000. (**250 word maximum**)

**Projected Budget Range:** Check your anticipated budget range below.

**$2,500 or less**

**$2,501-$5,000**

**$5,001 - $7,500**

**$7,501 - $10,000**

**$10,001 - $15,000**

**Note the Budget Categories that will be included in your request:**

Release Time (requires collaboration with HR) Certifications/Training Conference Attendance

Marketing (limited to 30% of grant total/requires collaboration with Marketing)

Materials/Supplies/Other (please explain) Software/Equipment (requires IET collaboration)

*Please describe below any anticipated budget needs noted as “Other”:*

*Full applications will require budget and signatures/approvals of immediate supervisor/department head/VP.*

***Submit completed Letter of Intent (LOI) to Carolyn Payne at*** [***cpayne@virginiawestern.edu***](mailto:cpayne@virginiawestern.edu)

***by deadline of November 3, 2025 @ 4:00 p.m.***

***Late applications will not be accepted.***