



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

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

Late applications will not be accepted.