



Information Collection Tool

Research request process:

- ◆ Fill out the Information Collection Tool as thoroughly as possible. Submit the completed Information Collection Tool to the Grants Office Helpdesk (see instructions below).
- ◆ Within 7 business days of your request, Grants Office will send you a research report cataloging the funding opportunities available to the client.
- ◆ Review the research and share it with the client. Contact the Grants Development Consultant (GDC) that provided you with the report when you and the client are ready to schedule a follow-up call. The GDC will attend scheduled call to discuss your client's projects in greater depth and determine next steps in regards to the identified funding opportunities.

Helpdesk requests can be submitted via:

- ◆ **Email** - You may submit your research request via email to helpdesk@grantsoffice.com.
- ◆ Please contact the Helpdesk with any questions at (585) 473-1430, Option 2.

i-PRO Representative *REQUIRED - an incorrect contact may delay research.	
Name	
Phone	
E-mail	
Customer Information	
Customer Organization	
Executive contact name & title	
Executive contact email	
Address	
City, state, & zip code	
County	
Phone	
Web address	
Estimated project cost	
How did you hear about the i-PRO Grants Support Program?	
Project Overview	
What are your technology needs?	
What are the programs, projects, and initiatives that the technology will support?	