

## Grant and Contract Proposal Form

Please complete this form and provide it to your Dean and Immediate Supervisor, along with the Grant Permission Form (last page). The Office of Institutional Advancement **strongly** encourages faculty/staff to seek approval of your Dean and Immediate Supervisor at least **30 days** prior to the sponsor's official deadline to allow enough time for preparation of the application and submission. Send this completed form and the signed Grant Permission Form to [a\\_olson@southwesterncc.edu](mailto:a_olson@southwesterncc.edu). This form is necessary whether SCC is the lead institution on a proposal or is a subaward through another institution.

Even if your Dean and Immediate Supervisor sign the *Grant Permission Form* there is no guarantee that you may pursue the grant. The President's Cabinet must also provide approval. Grant applications will be handled on a first come, first-serve basis.

Your Name and Department	
Grant application deadline	
Sponsor and Title of Funding Opportunity	
Link to RFP	
Will SCC be the lead organization on this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide the lead institution contact information	
Please list any additional partners	
Approx project start date	
Approx project end date	
Amount you are seeking	\$
Sponsor Funding Limit	\$
Will this grant request cover the total budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know yet

If not, what other sources of funds have been identified?		
Are matching funds required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your project involve course release/reduction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state when you are requesting course release?	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
Does your project involve Human Subjects	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT NEEDS		Comments
Project Director salary	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Additional faculty release or compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional or full-time personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consultants needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student workers, interns, or researchers that will be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Use of facility space on campus requiring modification	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Purchase of equipment more than \$5,000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Purchase of rental vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IT, software, or computer needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Research involving human subjects including surveys, interviews, or questionnaires?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Travel beyond the College service area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the project require College funding after the grant funding period?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the new personnel continue after the grant funding period?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

In just a few sentences, please provide a description of your project idea, and what you would like to use the funding for (equipment, travel, professional development). How will the project benefit students and the institution? How does the project relate to the Strategic Plan?

Have you completed any of the documents required in RFP? If so, what items have you completed?

Office of Institutional Advancement staff will help you with your budget, the process, deadlines, and the final submission. However, please note whether you are seeking writing assistance from the OIA, or if will you be writing the proposal.

- ☐ I am requesting writing assistance from OIA
- ☐ I will be writing the proposal



## Grant Permission Form and Acknowledgment

\_\_\_\_\_  
Name of funding opportunity

\_\_\_\_\_  
Sponsor name

The Sponsor's application deadline is \_\_\_\_\_.

I/We have reviewed the Grant and Contract Proposal Form and give permission for \_\_\_\_\_ (faculty/staff member), as Project Lead/Principal Investigator, to apply for the following funding opportunity with assistance of the Office of Institutional Advancement. I/We understand that this form only provides permission to complete the grant application process. All grant applications must receive institutional approval before final submission to the sponsor by the Office of Institutional Advancement.

\_\_\_\_\_  
Signature - Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Dean

\_\_\_\_\_  
Date

### **Acknowledgement of Reporting and Record Keeping Duties:**

If the grant is awarded, the Project Lead/Principal Investigator is responsible for writing all progress reports and/or final reports, as required by the Sponsor. Also, as the Project Lead/Principal Investigator, you must maintain meticulous records of your activities and expenditures for the purposes of reporting and financial audits.

Please sign below acknowledging you agree to your duties and responsibilities as Project Lead/Principal Investigator.

\_\_\_\_\_  
Signature: Project Lead/Principal Investigator

\_\_\_\_\_  
Date