

INITIAL GRANT PROPOSAL OUTLINE

Please complete the questions on the following pages as completely as possible in order to allow for a maximum level of responsiveness and assistance with your grant application.

CAMPUS: *(drop down)* _____

INITIATOR: _____

GRANT NAME: _____

EMAIL: _____

PHONE: _____

The requested information included in this form allows for initial communication regarding the proposed project to begin with the necessary campus and district offices.

Completion of this form does not preclude a requirement for follow up procedures or documentation as requested by those offices involved in grant application and management processes.

 ENTER

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Does your application involve any of the following:

NEW STAFFING?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
NEW TECHNOLOGY/I.S. SUPPORT?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
REPORTING/DATA?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
CONSTRUCTION/REMODELING?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

(Based on the responses above, applicants will either receive additional pages for completion – as follows – or the departments in question will receive an email notice stating that this initial grant proposal outline does not involve elements that would require their input.)

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Please provide the following information regarding the positions you plan to fund via your grant project's budget.

	<u>IS THIS POSITION</u>	
	NEW?	EXISTING?
JOB CLASSIFICATION: _____	<input type="checkbox"/>	<input type="checkbox"/>
DUTIES: _____		
TERM OF EMPLOYMENT: _____		
INTENDED SALARY RANGE: _____		
	NEW?	EXISTING?
	<input type="checkbox"/>	<input type="checkbox"/>
JOB CLASSIFICATION: _____		
DUTIES: _____		
TERM OF EMPLOYMENT: _____		
INTENDED SALARY RANGE: _____		
	NEW?	EXISTING?
	<input type="checkbox"/>	<input type="checkbox"/>
JOB CLASSIFICATION: _____		
DUTIES: _____		
TERM OF EMPLOYMENT: _____		
INTENDED SALARY RANGE: _____		

Please click on button to provide additional entries.

Email Recipients: Grants Department, Campus Business Office, HR, PC

~ Page 4 ("NEW TECHNOLOGY" – I.S. Option) ~

INITIAL GRANT PROPOSAL OUTLINE

Please provide basic information regarding any technology you plan on purchasing as a part of your grant project. If this will require any new equipment, software or specific I.S. support services, please be sure to note this information.

TECHNOLOGY & I.S. SUPPORT SUMMARY:



Email Recipients:

*Grants Department, Campus Business Office,
Associate Vice Chancellor of Operations,
Campus Director of Technology, Director of Information Systems - D.O*

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Please complete the following regarding the reporting or data collection requirements of this grant project. This includes any known objectives which will need to be tracked during the grant period.

<u>Objective Title</u>	<u>Timeline for Tracking</u>	<u>Data Required</u>

Email Recipients:

*Grants Department, Campus Business Office,
Vice Chancellor of Educational Services & Institutional Effectiveness,
Campus Director of Institutional Research,
Institutional Research Coordinator - D.O,
Campus Institutional Research Coordinator*

INITIAL GRANT PROPOSAL OUTLINE

Please provide basic information regarding any physical construction to be included in this grant project. If this project will require the remodeling of current facilities, be sure to note that information here.

CONSTRUCTION/REMODELING SUMMARY:



Email Recipients:

***Grants Department, Campus Business Office,
Associate Vice Chancellor of Operations***