



Grants Interest Packet

This grants interest packet includes basic information about grants. In the attached packet you will find a handout with typical proposal elements, a handout with a grants deadline calendar for the current fiscal year, a handout with tips for writing a successful proposal, a handout explaining the grant process, a handout with grants related websites, a list of the available grant distribution lists you can join, and a proposal approval summary that is to be submitted to our office with each proposal submission.

The Grants and Corporate Development Office supports the development and enhancement of college and district projects/programs through proposal development processes, cultivation efforts, and grants management technical assistance. Proposals are submitted to both public and private external sources to foster teaching and learning; meet student, community and workforce needs; and promote institutional development. Funding from external sources further the Maricopa Community Colleges' strategic goals and priorities.

We provide a variety of services including:

- ❑ Dissemination of timely and accurate grants-related information.
- ❑ Technical assistance and support to faculty and administrators district-wide in the planning, development, and submission of competitive grant proposals.
- ❑ Technical assistance in the management and evaluation of funded proposals.

Please feel free to contact our office or visit our website:

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Proposal Deadline Calendar Fiscal Year 2007-2008		
Jul-07		
	Strengthening Institutions Program (Title III) (was 7/3/06)	US DoEd
7/3/2007	Preservation and Access Education and Training Grants	NEH
7/6/2007	Low-income Taxpayer Clinics	IRS
7/6/2007	Research Experiences for Teachers (RET) in Engineering - full proposal	NSF
7/11/2007	Earth Science Instrumentation / Facilities	NSF
	Minority Science and Engineering Improvement Program (was 7/24/06)	US DoEd
7/25/2007	Susan Harwood Training Grant	US DoL
7/30/2007	General Grants - letter of intent (full grant due 09/10/07)	AZ. Hum. Cncl
Aug-07		
	High Growth Job Training Initiative Grants (was 8/2/06)	US DoL
8/7/2007	Science, Teaching, Engineering and Math Talent Expansion - letter of intent	NSF
8/10/2007	Developing Hispanic Serving Institutions - Title V	US DoEd
8/13/2007	Grants for Arts: Arts Access	NEA
	Community Based Job Training Initiative (was 8/29/06)	US DoL
Sep-07		
9/7/2007	Barbara Bush Foundation for Family Literacy (BBFLL) National Grant	BBF
9/10/2007	General Grants - full proposal (based upon intent letter from 07/30/07)	AZ. Hum. Cncl
9/13/2007	Informal Science Education - preliminary proposal	NSF
9/13/2007	Research Experiences for Undergraduates (REU)	NSF
9/17/2007	Faculty Humanities Workshops	NEH
9/18/2007	Science, Technology, Engineering and Mathematics Talent Expansion full proposal (letter of intent 08/07/07)	NSF
Oct-07		
10/1/2007	Grants for Teaching and Learning Resources and Curriculum Development	NEH
10/2/2007	Summer Stipends	NEH
10/10/2007	Scholarships - Science, Technology, Engineering, and Mathematics (S-STEM) - letter of intent	NSF
10/11/2007	Advanced Technology Education - full proposal	NSF
10/15/2007	Fulbright Teacher and Administrator Exchange	US Dept of State
Nov-07		
11/1/2007	Challenge Grants	NEH
	Discovery Research K-12: Exploratory Projects - Letter of Intent (was 11/1/06)	NSF
	Fulbright Hays Group Projects Abroad (was 11/2/06)	US DoEd
11/8/2007	Americorps State and National Program - letter of intent	CNS
11/13/2007	Scholarships - Science, Technology, Engineering, and Mathematics (S-STEM) - full proposal	NSF
	Discovery Research K-12: Full Scale Projects - preliminary proposal (was 11/15/06)	NSF
	Educational Research Grants (was 11/16/06)	US DoEd
	Undergraduate International Studies & Foreign Language program (was 11/17/06)	US DoEd
11/19/2007	Research Experiences for Teachers (RET) in Engineering - full proposal	NSF
	Business and International Education (was 11/21/06)	US DoEd
	General Grants - letter of intent (was 11/27/06)	AZ. Hum. Cncl.
	Nursing Workforce Diversity (was 11/30/06)	US DHHS
Dec-07		
	Discovery Research K-12: Conferences - preliminary proposal (was 12/1/06)	NSF
12/13/2007	Informal Science Education - full proposal	NSF
12/15/2007	Laura Bush 21st Century Librarian Program	IMLS
	Nursing Education, Practice, and Retention Grants (was 12/15/06)	US DHHS
	Libraries for the 21st Century Grants (was 12/15/06)	IMLS
Jan-08		

1/1/2008	Americorps State and National Program - full proposal	CNS
1/4/2007	Information Technology Experiences for Students and Teachers (ITEST) -preliminary proposal	
1/10/2008	Course, Curriculum, and Laboratory Improvements - Phase 2 and 3	NSF
	Secondary and Post Secondary Agriculture Education Challenge Grants Program (was 1/11/07)	USDA
	Hispanics-Serving Institutions Education Grants Program (was 1/25/07)	USDA
Feb-08		
	National Leadership Grants (was 2/1/07)	IMLS
	Higher Education Challenge Grants (was 2/1/07)	USDA
	Public Telecommunications Facilities Program (was 2/7/07)	US DoC/NTIA
2/13/2008	Earth Science Instrumentation / Facilities	NSF
	Americorps Education Awards Program (was 2/15/07)	CNS
	K-12 Student & Teacher Discover Programs (was 02/23/07)	SFAz
	Robert Noyce Scholarships Program letter of intent (was 2/28/07)	NSF
Mar-08		
	Summer Seminars and Institutes (was 3/1/07)	NEH
	Partnership for a Nation of Learners Community Collaboration Grants (was 3/1/07)	IMLS
3/4/2008	Presidential Awards for Excellence in Science, Math, and Engineering Mentoring	NSF
	Informal Science Education - preliminary proposal (was 3/8/07)	NSF
	Discovery Research K-12: Applied Research - full proposal (was 3/9/07)	NSF
	Instructional Materials Development - final (was 3/13/06)	NSF
	Indian Education Professional Development Grants (was 3/19/07)	US DoEd
	Discovery Research K-12: Development of Resources and Tools - full proposal (was 3/20/07)	NSF
	Discovery Research K-12: Capacity Building - full proposal (was 3/28/07)	NSF
	Robert Noyce Scholarships Program full proposal (was 3/29/07)	NSF
Apr-08		
	General Grants - letter of intent (was 4/2/07)	AZ Hum. Cncl.
	Centers of Research Excellence in Science and Technology (was 4/9/07)	NSF
	FIPSE Programs for North American Mobility in Higher Education (was 4/13/07)	US DoEd
	Advanced Technological Education (ATE)- preliminary proposal (was 4/26/07)	NSF
	FIPSE US-Brazil Higher Education Consortia Program (was 4/30/07)	US DoEd
May-08		
	Fellowships (was 5/1/07)	NEH
	Faculty Research Awards for Historical Black, Hispanic-Serving, and Tribal Colleges and Universities (was 5/1/07)	NEH
	Challenge Grants (was 5/1/07)	NEH
	Presidential Awards for Excellence in Math and Science Teaching (was 5/1/07)	NSF
	Discovery Research K-12: Capacity Building - full proposal (was 5/8/07)	NSF
	Course, Curriculum, and Laboratory Improvements - Phase 1(was 05/08/07)	NSF
	General Grants - full proposal (was 5/14/07)	AZ Hum. Cncl.
	Math and Science Partnership (was 05/17/06)	NSF
5/21/2008	Broadening Participation In Computing (BPC)	NSF
	European Union--United States Atlantis Program (was 5/31/07)	US DoEd
Jun-08		
	Help America Vote College Program Grant (was 06/15/06)	US EAC
	Fund for Improving Postsecondary Education - Comprehensive Program (was 6/13/07)	US DoEd
	Hispanic-Serving Institutions Assisting Communities (was 6/13/07)	US HUD
6/19/2008	Informal Science Education - full proposal	NSF
	Humanities Initiatives for faculty at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities (was 06/15/07)	NEH
	Higher Education Multicultural Scholars Program (was 6/29/07)	USDA
Fall 2008	Student Support Services	US DoEd
Fall 2010	Upward Bound (was 11/ 06/06)	US DoEd
Winter 2010	Talent Search (was 01/06/06)	US DoEd



TYPICAL PROPOSAL COMPONENTS



I. Brief Summary

Clearly and concisely summarizes the request for funding.

II. Introduction

Describes the college's qualifications relevant to the project.

III. Problem Statement or Needs Assessment

Documents the needs to be met or problems to be solved by the funding request.

IV. Objectives

State the benefits of the project in measurable terms.

V. Methods

Describes the activities, which will be undertaken to achieve the desired outcomes.

VI. Evaluation

Presents a plan for determining the degree to which objectives are met and methods are followed. Assesses quantitative and qualitative outcomes.

VII. Future or Other Necessary Funding

Describes a plan for continuing the project after the grant expires and/or the availability of other resources necessary to implement the grant.

VIII. Budget (Funding Source and Matching)

Clearly delineates costs to be met by the funding source and those to be provided by the applicant or other parties (linked and cash matches) includes a budget narrative explaining and justifying each item in the budget.



TIPS FOR DEVELOPING GRANTS THAT GET FUNDED

The key to any grant-winning effort is to develop a superior proposal based on a great idea that fits the funding agencies aims. Understanding the type of people who will be reviewing your proposal and making their job as easy as possible makes the difference between a good proposal and one that gets funded. Here are some suggestions for improving your chances of winning an award.

- ▣ Follow the instructions carefully. Provide all the information asked for in the application instructions in the order requested. Make a list of everything you are going to need and the questions you need to answer. Identify the data you need, the supporting documents, resumes, and required forms etc.
- ▣ Communicate clearly and concisely. State clearly and accurately what you will do, how you will do it and why it is important. Do not leave your reviewers guessing what you mean. Justify everything, including budget items, according to their importance to the project. Avoid jargon; no reviewer wants to take the time to use a dictionary to figure out what you are trying to say. Saying the same thing several different ways is also irritating to the reviewer so avoid unnecessary repetition.
- ▣ Be familiar with the funding source and program officer. You have a increased chance of getting funded if you make contact with them before and during the proposal writing process. Find out what general trends and ideas, which are being funded during this process.
- ▣ Be organized. A detailed table of contents, informative abstract, and logically presented narrative that uses headings and strong topic sentences mean less work (hunting) for reviewers.
- ▣ Format for readability and attractiveness. Do not right-justify; that makes it harder for a weary reviewer to read. Use headings, tables, charts and graphs etc. to break up the narrative and to succinctly present information. Use headings and underlining to call attention to important headings or words. Leave a reasonable amount of white space on the pages. Pay close attention to any formatting requirements contained in the application. Do not single-space if it tells you to double-space.
- ▣ Early Preparation and Time Management. Get the program announcement early, and analyze it. Obtain copies of previous applications since many change minimally from one year to the next and start work using the old application as a guide until the new version is available. Keep in mind that anything mailed from Washington (e.g. the new application) will take at least a week to get to Arizona so the more you can do ahead of time, the better. Talk to program officers about expected changes between the old and the new applications and about questions you have. Obtain copies of highly rated, funded proposals. Develop a timetable for proposal development, review, and finalization to help you in managing the process and your time. Keep in mind that many funding agencies currently have or are developing electronic submission. Please allow extra time to submit these applications since the internet can get bogged down and kick you off.

- ▣ Get feedback on your drafts from others. Preparation will be easier if you work with a team. The team may include colleagues, campus grantswriter, District Grants Director, and Deans and/or Associate Deans, Researchers, Accountant, and support staff. Get feedback and suggestions from colleagues in your own or other institutions. Program Officers are frequently willing to read a short concept paper several months prior to the start of an application process and can provide valuable advice and feedback. Also, some programs have the option for preliminary proposals or letters. Take advantage of this, they can be very helpful.
- ▣ Cover all the bases. Make sure you provide everything the application has asked for and that you have anticipated and addressed any concerns that the reviewers may have. Remember that both your proposal and the reviewer are on the line.
- ▣ Proposal deadlines are absolute. If your proposal is late, it is dead! Read deadline and mailing or electronic submission information carefully. Does it say that it must be in the agencies mailroom by 5:00 Friday the 13th or does it say postmarked by that date? If it has to be at the agency by that time, do not count on 24 hour delivery getting it there on time. Allow a couple extra days for the mistakes that can and do happen. Get proposals postmarked at the Post Office, not your college mailroom. Do not give the mailroom responsibility for taking it to the Post Office, or giving it to Federal Express. It may not get there when it needs to. Do it yourself so you know it is safely on its way. And get proof of the date and time mailed. If you mail it through Federal Express, your package can be tracked.
- ▣ Learn from your experience and do not be afraid to reapply. If your proposal fails to be funded, request the reviewer comments, read them carefully, talk to the Program Officer and use this information to improve and resubmit your proposal. Many proposals are funded on the second or even third try. Many wonderful proposals may have been turned down for various reasons not related to the quality of the proposal, college or personnel. According to Dr. Robert Watson, Director of Undergraduate Science, Engineering, and Mathematics Education at the National Science Foundation, "Statistically, those who apply a second time do better." (Source: AACJC Times, Jan. 2, 1990)
- ▣ General rules of grants: Ask for only what you need, don't rush the proposal writing process, get to the point of the proposal in the beginning ...not the end.



PROPOSAL DEVELOPMENT PROCESS



- Step 1 Identify potential sources of funding that meet strategic goals and meet the needs of your college and MCCCDC.
- Step 2 Request and read application guidelines.
- Step 3 If you decide to apply for a grant or become a partner on a grant, contact your campus grant coordinator or the district Grants and Corporate Development Office. (Be sure to also follow any grants procedures established by your college/campus, including seeking Department Chair and President/Provost approval to develop a proposal.) The Grants and Corporate Development Office is available on a case-by-case basis for support and development of your proposal.
- Step 4 Start a planning process with all key personnel. You will need to identify a concept, partners, and the data required for the grant.
- Step 5 Develop a timetable for the planning and preparation of the proposal. (Aim to be ready for signatures at least a week before the due date to allow yourself adequate time for last minute challenges. For large grant applications, try to have a reasonably good draft done at least two weeks before the deadline.)

Most funding sources are now requiring electronic submission of proposals. Therefore, please allow a few extra days for system and technology delays.
- Step 6 Development of major proposal components should begin right after you have developed a concept. The major proposal components for most public proposals are the needs assessment, goals and objectives, operational plan and activities, management plan and key personnel, and budget including match and in-kind support.
- Step 7 Request and collect data, resumes, letters of commitment or support, partnership agreements, and other pertinent information needed to plan, support, and develop the proposal.
- Step 8 Complete MCCCDC Proposal Approval Summary (PAS) and attach the proposal and budget. Obtain appropriate President or Vice Chancellor signature approving submission of the proposal on the Proposal Approval Summary form.
- Step 9 Get feedback before finalizing! Ask colleagues, administrators, and the Grants and Corporate Development Office to review the draft proposal and provide you with suggestions for improvement. Also, the Grants and Corporate Development Office is available for technical assistance if you need it.
- Step 10 Finalize your proposal and attachments.
- Step 11 The finalized copy of the proposal needs to be provided to the Grants and Corporate Development Office for final review and signature by authorized signatory.
- Step 12 If proposal is required to be submitted electronically, you will need to work closely with the Grants and Corporate Development Office.

BASIC OVERVIEW OF THE MCCCD GRANTS PROCESS **(PRE-AND POST-AWARD)**

PRE – AWARD

- ▣ College or program personnel contact Grants Development Office for **program and process information and technical support**, and obtain **campus permission to apply**.
- ▣ College or program personnel **plan project and develop proposal**.
- ▣ College and District administrators and Grants Development **review proposal, obtain approvals and signatures, and finalize proposal**. Vice Chancellor of Academic Affairs approves most proposals.
- ▣ Proposal is **submitted by mail** (college personnel) or **electronically** (Grants Development)
- ▣ Funding source **initiates negotiations or requests additional information** from College or program contact. Contact should **immediately notify Grants Development**.

POST – AWARD

- ▣ College or program receives **notice of award (or proposal declined)**. Immediately **notify Grants development and forward all documents received** including reviewer comments to Grants Development and they will deliver copies to Grants Accounting.
- ▣ College or program personnel **prepare and obtain signatures for Governing Board Action Items** (for awards of \$100,000 or more) or **Administrative Acceptances of Award** (for awards under \$100,000). Governing Board Action item **original** must be provided to the Board Secretary and **copies** to the Vice Chancellor of Academic Affairs, Grants Development, and Grants Accounting.
- ▣ Grants Accounting **establishes the CFS account number, loads grant budget into CFS, and sends account notification to appropriate personnel via email**.
- ▣ Grants Development and Grants Accounting conduct a **grants management orientation** for project and fiscal administrators, if needed.
- ▣ Program personnel begin to **implement program and expend funds**.
- ▣ Project Director prepares **performance reports and continuation grants**. Grants Accounting prepares **fiscal reports**. Grants Development Director and appropriate College Administrators **review performance reports before submission**.
- ▣ Project Director works with Grants Accounting and College Personnel to **close out grants project at end of grant**.

Additional information on the above is available on the Grants and Corporate Development website (<http://www.dist.maricopa.edu/resdev/grants/index.php>) and the Grants Accounting website (<http://www.dist.maricopa.edu/business/grantsacctg/>).

Arizona/National Funding Sources

Organization	Website
American Association of Community Colleges	http://www.aacc.nche.edu/
Arizona Commission on the Arts	http://www.ArizonaArts.org
Arizona Community Foundation	http://www.azfoundation.org/static/grantseekers.shtml
Arizona Department of Education	http://www.ade.state.az.us
Arizona Hospital and Healthcare Association	http://www.azhha.org
Arizona Humanities Council	http://www.azhumanities.org/ggrants1.html
Arizona Sports and Tourism Authority	http://www.az-tsa.com/
Corporation for National and Community Service	http://www.nationalservice.org/funding_initiatives/index.html
Health Resources and Services Administration	http://www.hrsa.gov/grants/
Institute of Museum and Library Services	http://www.imls.gov/grants/index.htm
NAFSA: Association of International Educators	http://www.nafsa.org/
National Aeronautics and Space Administration	http://nspires.nasaprs.com/external/
National Endowment for the Arts	http://www.nea.gov/grants/index.html
National Endowment for the Humanities	http://www.neh.gov/grants/index.html
National Institutes of Health	http://grants1.nih.gov/grants/
National Institute for Literacy	http://www.nifl.gov/nifl/grants_contracts.html
National Science Foundation	http://www.nsf.gov/funding/
Public Welfare Foundation	http://www.publicwelfare.org
Small Business Administration	http://www.sba.gov/financing/basics/grants.html
Smithsonian Institution	http://www.si.edu/ofg/start.htm
U.S. Department of Agriculture	http://www.usda.gov
U.S. Department of Commerce	http://www.commerce.gov/grants.html
U.S. Department of Defense	http://www.defenselink.mil/
U.S. Department of Education	http://www.ed.gov/fund
U.S. Department of Energy	http://www.energy.gov
U.S. Department of Health and Human Services	http://www.dhhs.gov/grants/index.shtml
U.S. Department of Homeland Security	http://www.dhs.gov
U.S. Department of Housing and Urban Development	http://www.hud.gov/grants/index.cfm
U.S. Department of the Interior	http://www.doi.gov/
U.S. Department of Justice	http://www.usdoj.gov/10grants/index.html
U.S. Department of Labor	http://www.dol.gov/dol/business.htm#grant
U.S. Department of State	http://exchanges.state.gov/education/grantsdiv/
U.S. Department of Transportation	http://www.dot.gov/Government_Services.htm
U.S. Environmental Protection Agency	http://www.epa.gov/epahome/finance.htm
U.S. Institute of Peace	http://www.usip.org/gf.html

Grants Distribution Lists

The Grants and Corporate Development Office has several distribution lists, which are used regularly to disseminate grants related information via email to interested parties. Grants related information includes:

- ☐ External funding opportunities
- ☐ Grants Workshop Announcement from a specific funding source
- ☐ Articles that may be helpful to someone preparing a grant
- ☐ Grants Calendar updates

Groups are specifically categorized, which provide the opportunity for you to be included on the list(s) that best suit your individual needs. When grants related information is received, the lists will be used to distribute the information. These lists are important to the our office and assists us in serving as an "Information Center." If you would like to join one of these distribution lists, please reply to this message and indicate which list you would like to be a part of. The various distribution lists are:

1. All List

The people on this list have asked to receive all the grants related information our office sends out.

2. At Risk and Special Populations

This list will include any program or information on Limited English Proficient and Bilingual, Disadvantaged Postsecondary, School Dropouts and Dropout Prevention, Criminal Offenders, Child Care and Parenting Skills, Gifted and Talented Students, Minorities, Handicapped, Pregnant Teens and Teenage Parents, Veterans, Substance Abuse, Older Students, Women Students, etc.

3. Educational Partnerships

These are joint partnerships that we may have with industry, the community, federal or state entities, coalitions, and/or other educational institutions.

4. Humanities and Arts

Programs within the humanities area will include faculty/staff travel, lecturing abroad, seminars and cultural workshops, Arizona humanities mini student grants, and programs that increase public access to and understanding of the humanities and arts.

5. Foreign Language and International Education

All foreign travel for faculty/staff/students, foreign partnerships, linkages between US institutions of higher education, and the American business community that is involved in International economic activity. Also, to improve the international academic programs and foreign language studies.

6. Adult and Occupational Programs

The programs in this category will all be related to adult education. They will include basic skills education, tech prep, literacy training, vocational education programs, occupational training, and any programs that promote improved productivity and marketable skills.

7. Health and Nursing

This category includes all health professions and related programs.

8. Equipment and Instrumentation

These grants will be related to the acquisition of equipment. This can include any type of instrumentation used in the classroom, instructional materials media, construction, and equipment to supply laboratories and computer centers, loans of machine tools and equipment, and other types of capital deemed allowable by the grant.

9. Computers and Technology

This list includes projects that advance the availability, quality, use and effectiveness of technology in the classroom, such as computers and related software/hardware, computer controlled technologies, distance learning, telecommunications, and other related manufacturing processes.

10. Science, Math, and Engineering

Programs to broaden the understanding of science, math, and engineering, improve instruction, develop new program initiatives, revise and replace curriculum, basic scientific research and any other related programs.

11. Community Service

Programs that encourage participation in community service projects, serving real community needs, and benefiting students. These programs can be with a variety of organizations in the community and must make volunteer service an integral part of education.

12. Library

Programs designed to develop new techniques, systems, and equipment to handle, process, store, and distribute information for use in libraries.

13. Miscellaneous

These grants will be used to plan, develop, and carry out a range of activities to improve academic quality, institutional management, and fiscal stability, and to help the institutions become self-sufficient.

14. COM

This final list is simply a compilation of the previous 13 lists. It includes all people who are on all the lists. This list will be used when a message needs to be relayed to everyone who receives any information from Grants and Corporate Development.

PROPOSAL APPROVAL SUMMARY

In order to expedite processing a proposal and its subsequent tracking, it is imperative that the following information be provided when a proposal is submitted for signature. The proposal, budget, and signatory cover sheets (if applicable) must accompany this form. If you have any questions regarding submitting a proposal or completing this form, please contact Grants and Corporate Development at (480) 731-8019. Additional forms may be obtained at: www.dist.maricopa.edu/grants/

MCCCD PROJECT TITLE:

RFP TITLE/CATEGORY:

PROJECT ADMINISTRATOR:

COLLEGE/CENTER:

PHONE:

PROJECT DIRECTOR:

COLLEGE/CENTER:

PHONE:

ORIGINAL FUNDING SOURCE:

CONTACT NAME & PHONE:

PASS THROUGH AGENCY:

CONTACT NAME & PHONE:

AMOUNT REQUESTED-YEAR 1: _____

AMOUNT REQUESTED-YEAR 4: _____

AMOUNT REQUESTED-YEAR 2: _____

AMOUNT REQUESTED-YEAR 5: _____

AMOUNT REQUESTED-YEAR 3: _____

TOTAL AMOUNT REQUESTED: _____

MATCH REQUIRED? () REQUIRED () NOT REQUIRED () ENCOURAGED

MATCH AMOUNT \$ _____

INDIRECT COST RATE:

START DATE:

SUBMISSION DEADLINE:

END DATE:

PROJECTED DATE OF AWARD:

PROPOSAL DEVELOPED BY:

BRIEF DESCRIPTION OF PROJECT:

EXPECTED BENEFITS:

APPROVAL: _____

Signature of College President/Provost

DATE: _____

Instructions for Filling Out the Proposal Approval Summary

MCCCD Project Title: Enter the name that you have given your project.

RFP Title/Category: Enter the name of the grant program to which you are applying. Examples include: Advanced Technological Education (ATE); Minority Science and Engineering Improvement Program (MSEIP); and Hispanic Serving Institutions Assisting Communities (HSIAC).

Project Administrator: This item should only be filled out if the project has both an administrator and a director overseeing the project. For example, sometimes a Dean/VP will be considered the Project Administrator, while a faculty/staff member is considered the Project Director.

College/Center of the Project Administrator: Enter the name of the college or center where the Project Administrator is located. This item should only be filled out if a Project Administrator has been identified.

Phone of the Project Administrator: Enter the telephone number of the Project Administrator. This item should only be filled out if a Project Administrator has been identified.

Project Director: Enter the name of the Project Director who will oversee the grant project.

College/Center of the Project Director: Enter the name of the college or center where the Project Director is located.

Phone of the Project Director: Enter the telephone number of the Project Director.

Original Funding Source: Enter the name of the source from which you are requesting funding.

Contact Name & Phone: If known, enter the name and telephone number of the contact person at the funding agency from which you are requesting funding.

Amount Requested: Enter the amount of funding requested for each year of the project, including the total amount requested. Funding periods may vary from one year to five years, so enter information only for those years pertinent to your grant proposal.

Match Required: Check the area that applies to your grant project, whether match is required, not required, or encouraged.

Match Amount: If match is required, enter the amount that your grant project is providing.

Indirect Cost Rate: Enter the indirect cost rate to be allocated for your project. If you do not know the appropriate rate, contact the Grants and Corporate Development Office. If indirect costs are not allowed for your grant competition, indicate this with "not allowed."

Start Date: Enter the date when your project will commence.

Submission Deadline: Enter the date when your grant proposal is due.

End Date: Enter the date when your project will conclude.

Projected Date of Award: Enter the anticipated date when awards will be announced.

Proposal Developed By: Enter the name of the individual(s) who developed/wrote the proposal.

Brief Description of Project: Provide a brief description of your project, which may include the overarching goal of the project and its key elements.

Expected Benefits: Enter the project's expected benefits, which may impact the institution, students, disciplines, faculty, industry, the community, etc.

Approval: Obtain the signature of your president and return to the Grants and Corporate Development Office.