

Preliminary Grants Form

Project Name:

Date:

Proposal Data	
Department:	
Project Director(s):	
Funding Agency:	
Grant Submission Date:	
Probability of Receiving the Grant:	
Proposal Abstract	
Budget Data	
Estimated amount:	Project duration:
Indirect costs:	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted, rate _____
Matching funds requirement:	<input type="checkbox"/> Not required <input type="checkbox"/> Required, estimated % _____
Sources of the matching funds:	
This Grant Will Require The Following College Resources	
<i>Personnel—Faculty</i>	
<input type="checkbox"/> Reassigned or overload	
<input type="checkbox"/> Existing full-time faculty paid via personal service agreements	
<input type="checkbox"/> Stipend for non-teaching duties (administration, training, etc.)	
<i>Personnel—Staff</i>	
<input type="checkbox"/> New Hires	<input type="checkbox"/> new full-time employees; <input type="checkbox"/> new part-time employees
<input type="checkbox"/> Reassign-time for existing full-time or part-time staff	
<input type="checkbox"/> Personnel from other institutions hired as part-time, temporary staff	
<input type="checkbox"/> Student workers	
<input type="checkbox"/> Contractor(s) paid through contract or P.O.	
<input type="checkbox"/> Independent Contractors paid through Professional Service Agreement	
<i>Partners</i>	
<input type="checkbox"/> Non-profit organization(s) contractors	
<input type="checkbox"/> College or university partner(s) contractors	
<i>Equipment</i>	
<input type="checkbox"/> Space for equipment	
<input type="checkbox"/> Installation (electrical/gas hookups)	
<input type="checkbox"/> Facilities modifications (new walls, ventilation, etc.)	
<input type="checkbox"/> Other considerations (license fees, maintenance costs, updates, etc.)	
<input type="checkbox"/> Training costs	

Additional space requirements	
	Office
	Lab
	Facilities modifications (space renovation or modification, electrical, HVAC, etc.)
Information Technology Resources	
	Voice
	Video
	Data: Development
	Data: Installation
	Data: Programming
	Data: Production
	Data: Training
	Data: Project Management

Grants Development Analysis			
Perceived project benefit:			
	Low	Medium	High
Institutional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Divisional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Fiscal Impact Assessed by Grants and Contracts Accounting and the Budget Office	
Market Analysis	
	Need
	Competitive comparison
	Distribution
	Enrollment impact
	Financial potential (Return on Investment)
Key Considerations:	

Other Comments from Chairs, Deans, Directors, Vice President, Provost