**Checklist – Grant Writing Procedure**

**Name and Position of Person Proposing the Grant Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please attach this checklist to the one-page abstract submitted for review and approval.**

**The following marked components are included in the one-page grant seeking request abstract.**

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| **Please place an “X” beside each component, when the component has been included in your abstract** | **Component** |
|  | **Proposed Funding Source (grantor)** |
|  | **Brief Description of the Grant Project** |
|  | **Name of the Project Director (if to be hired with grant funds, the name of an interim project director is provided)** |
|  | **Measurable Goal(s) of the project** |
|  | **Tentative plan for how the project can be sustained following the sunset of grant funds** |
|  | **Explanation of how the project aligns with your department or division and with the strategic plan of the college.** |
|  | **Estimated itemized budget for the proposed project:**   * **Personnel** * **Benefits** * **Travel** * **Supplies** * **Equipment** * **Contractual Expenses** * **Other** * **Total estimated cost of the project** |
|  | **Is match required? If so, is it a monetary or in-kind match? If monetary, what percentage of the budget must come from match? If in-kind, how do you propose to satisfy the in-kind match?** |
|  | **Estimates of all college resources (the opportunity cost to the college) that will be necessary to support the grant/i.e./ facilities use, faculty and/or staff pay (including overload), commitment of college supplies and/or equipment.** |
|  | **Data needs for proposal development and project evaluation** |
|  | **A timeline for preparation of the proposal, including the deadline for submitting the proposal to the funder.**  Note: The timeline must include at least one week, prior to the submission deadline, for the final draft of the proposal to be reviewed and approved by the college president. (For grants.gov only) The timeline for preparation of the proposal must include at least three additional days*, following the president’s approval for submission*, for the college’s Authorized Organizational Representative (AOR) to submit the proposal. |
|  | **Are you requesting the services of a grant writer? Please include any applicable grant-writing fees.** |

**Involved Departments: Please list all departments that will be involved in this proposed project.**

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| **Department** | **Name and Position of Staff Involved in Preparing and Reviewing this Abstract** |
| **Office of the Chief Financial Officer** |  |
| **Office of Human Resources** |  |
| **Office of Institutional Research** |  |
| **Office of VPLSS** |  |
| **Please list other offices, as applicable below** |  |
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**Please email your completed abstract and departmental checklist to the President’s Cabinet, and copy all staff named in the checklist.**