



Grant/Contract Proposal Form

Funding Source: _____

Title of Contract/Grant: _____

Explanation:

Measurable Outcome:

Grant Program Period: _____ Grant Due Date: _____

Total Amount of Contract/Grant: _____

Breakdown of Costs

Direct cost: \$ _____ Amount of direct cost to be reimbursed: \$ _____

Indirect cost: \$ _____ Amount of indirect cost to be reimbursed: \$ _____

Total cost: \$ _____ Total amount to be reimbursed: \$ _____

Tuition dollars in reimbursement dollar amount: \$ _____ FTEs: _____

Indirect cost rate used: _____% of _____ (e.g. salaries or direct costs)

Was this rate specified or limited by the funding source? Yes No

Is cost sharing or matching required? Yes No

If cost sharing/match is required, what is the required amount of cost sharing/month? \$ _____

If cost sharing is required, attach a copy of the cost sharing budget to this transmittal if it is not included in the proposal.

Does the contract/grant contain any full- or part-time college employee salaries for which the college will receive reimbursement? Yes No

How many college operating dollars will be compensated by contract/grant funding? \$ _____

Does the contract/grant require instructional contact hours currently taught by a department chairperson or full-time faculty member to be replaced due to their involvement in the grant/contract?

Yes No

If yes, please explain:

Are any college services (e.g. telephones, office supplies, printing, copying, postage, etc.) not being reimbursed by the grant/contract? Yes No

Estimated costs: \$ _____ Total amount to be reimbursed: \$ _____

Will this project/program take place on campus or off campus?

(If 51 percent of the program occurs off campus, it is considered an off-campus project.)

On Campus

Off Campus

Grant/Contract Proposal Form

Title of Contract/Grant: _____

Submitted by: _____

Date: _____

College Administrative Approvals

Chief Information Officer Date
(if applicable)

Director of Physical Plant Date
(if applicable)

Director of Grants Date

Department Chair/Head Date

Dean/Director Date

Vice President Date

Vice President Date

Comptroller Date

Chief Fiscal Officer Date

Director of Human Resources Date

Executive to the President Date

President Date