

## Grant Proposal Checklist

### Directions

1. Read the corresponding *Administrative Procedure for Grants*.
  2. Complete the Intent to Submit form prior to beginning the application process.  
*Note: The applicant should have already researched the funding agency at this point.*
  3. Obtain the appropriate signatures on the Grant Approval form prior to submission.
  4. The applicant is responsible for the final submission of his/her grant proposal in a timely manner.
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### Checklist

#### Researching the Funding Source

- Initial research completed on funding opportunity.** You will be expected to provide justification for why the potential funder is suited to meet your needs.
- Identify principal investigator.**

#### Applicant Authorization

- Intent to Submit: Approval from Dean & VP (if applicable).** Signature(s) required.
- Intent to Submit: Approval from Director of Development.** Signature required.

#### Proposal Preparation

- Review the budget with the CFO or Grant Accountant.** (optional, but recommended)
- Consult the Director of Human Resources & Employee Development on personnel components.** (optional, but recommended)

#### Project Partners

- Written documentation from all funding partners.**

#### Approval to Submit

- Grant Approval Form: Approval from Dean & VP (if applicable).** Signature(s) required.
- Grant Approval Form: Approval from CFO.** Signature required.
- Grant Approval Form: Approval from Director of Human Resources & Employee Development (if applicable).** Signature required.
- Grant Approval Form: Approval from Director of Development.** Signature required.
- Signature of College President.** The President's signature is required on the Grant Approval Form. Also review individual funding guidelines to determine if the President's signature is required on your submission. If his signature is required, please denote on your Grant Approval Form. In all cases, the Director of Development will route your proposal to his office.
- Requested changes made and resent for final approval.**
- Completed package returned to applicant by the Director of Development for submission.**