

Indian Hills Community College
Approval Form
For Development of Proposal Concepts or Applications

Please provide concise answers to the following questions.

Person(s) submitting this form _____ **Phone** _____

Date submitted _____ **Grant proposal deadline (if known)** _____

Project title _____

Proposed project start date _____ **End date** _____

Please attach brief answers to the following questions.

1. What are the purpose, need and expected benefits of the proposed project?
2. Who will the program serve (target audience)?
3. How much will the project cost? How much will the College contribute? How much will be requested from the funding source? (Your answers may be estimates.)
4. What College priority will this program address?
5. Does the program plan call for multiple college departments and/or outside collaborative partners to play active roles in the program's implementation?

Signature of Lead Faculty or Staff Member (if available)

Date

Signature of Department Dean

Date

Signature of Grant Officer

Date

Steps to Take Before An Application Can Move Forward

The following steps must be taken before a grant proposal can be submitted.

1. The grant process may begin in two ways:
 - The Grants Office learns of a grant opportunity, contacts the Dean/Department Head to discuss the possibility, if they agree to continue the Grants Officer then presents it to the Grants Committee for the go-ahead;
 - A faculty or staff member learns of the opportunity and receives the approval of the Dean/Department Head to contact the Grants Office, which then presents it to the Grants Committee for the go-ahead. (Of course Deans/Department Heads could learn of the opportunity and begin the process themselves.)

2. The Dean of the department seeking funding must approve the making of an application and commit to providing timely information to the Grants Office before the process can proceed.

3. An individual designated by the Dean/Department Head answers the questions listed on the “Approval Form for Development of Proposal Concepts or Applications” and agrees to meet with the Grants Office to provide further information on the proposed project idea.

4. Once the Grant Office has the completed “Approval Form for Development of Proposal Concepts or Applications” in hand, we will contact the designated person to obtain additional information.

5. The designated person will provide the information requested by the Grants Office at least two weeks before the proposal due date.

If you have any questions, please feel free to call the Grants Office at extension 5231.