

GRANT PROPOSAL PLANNING FORM

To potential Principal Investigators:

Please complete this Grant Proposal Planning Form with your Department Chair prior to submitting a proposed activity to the Dean's office. Your planning in advance will foster better communication within the College and ensure appropriate balance between our need to be entrepreneurial in generating external funding and the delivery of high quality instructional programs. Thank you.

Brief description and duration of proposed activity:

How is the proposed activity aligned with the College's/Department's Long Range Plan?

Briefly describe how the activity will impact the College/Department program(s) of instruction? For example, which course(s), if any, will be affected?

If faculty release time is being requested,
Who will be released? For what period(s) of time? For what purpose(s)?

How will proposed release time be funded?

Is cost sharing/in-kind commitment required? If so, what resources are being designated to meet the requirement? How will documentation be done?

Will additional office/classroom/laboratory space will be required? How will these needs be met?

What secretarial/fiscal officer support will be needed? How will such support be funded?

What additional phone, computer, printer, or office supplies will be required? How will these be provided?

Other considerations? For example if courses are to be offered to participants, how will tuition be paid?

Chair's Comments:

Signature Department Chair

Signature of faculty member