

Seattle College District Procedure

NUMBER: 670

TITLE: SCD Grants and Contracts

Appendix G: Intent to Apply for External Funding

Summary Information					
Project Name:					
Funding Source					
Ask Amount		Award length:		Start Date:	
Indirect Cost Allowed (y/n)		Indirect Costs allowable Amount	\$		
FTE Generating? (y/n)		If so, how many?			
Key Partners (indicate lead):					
Lead Administrator, staff, faculty					
Project Summary					
Outcomes					
How project relates to strategic plan					
<i>Please attach a project budget</i>					

Questions:	Ask yourself, "Will writing and/or implementing the grant (1) have potential impact on any of the entities listed below? And/or (2) require support/collaboration from any of these entities?" If the answer to either question is "yes" or "probably," provide a brief explanation for each impacted entity.	
Presidents Area		Explanation:
<input type="checkbox"/>	Public Information Office	
<input type="checkbox"/>	Human Resources	
<input type="checkbox"/>	Institutional Effectiveness	
<input type="checkbox"/>	Grant Office	
<input type="checkbox"/>	Advancement/Seattle Colleges Foundation	
Instruction		
<input type="checkbox"/>	Internships/Career Services	
<input type="checkbox"/>	eLearning	
<input type="checkbox"/>	Faculty	
<input type="checkbox"/>	Instructional Division: HHS/BEIT/M&S/HUM	
<input type="checkbox"/>	Library	
<input type="checkbox"/>	Room scheduler/coarse loading into HP	
<input type="checkbox"/>	Tutoring	
<input type="checkbox"/>	Curriculum and Academic Standards Committee	
<input type="checkbox"/>	Exec. Workforce Dean	
<input type="checkbox"/>	Workforce Support Program	
Student Services		
<input type="checkbox"/>	Admissions	
<input type="checkbox"/>	Advising	
<input type="checkbox"/>	Counseling	
<input type="checkbox"/>	Credentials Evaluation	
<input type="checkbox"/>	Disability Services	
<input type="checkbox"/>	Financial Aid	
<input type="checkbox"/>	Registration	
<input type="checkbox"/>	Testing Center	
Administrative Services		
<input type="checkbox"/>	Bookstore	

<input type="checkbox"/>	Business Office	
<input type="checkbox"/>	Cashiering	
<input type="checkbox"/>	Facilities	
<input type="checkbox"/>	Food Services	
<input type="checkbox"/>	IT Services	
<input type="checkbox"/>	Security	

Signatures: Project Director and Dean			
Project Director / PI	Signature		
	Name	Date	
Comments: 			
Dean	Signature		
	Name	Date	
<input type="checkbox"/> Approve <input type="checkbox"/> Do not approve (please explain below in comment section)			
My approval signifies that: 1) My division has the capacity to implement this project. 2) I have thoroughly reviewed the proposed budget, project design, and outcomes. 3) Either I or the Project Director has consulted with the departments checked in the chart above about how the grant will impact their work. The proposed project takes into consideration their comments. 4) This project meets a need in my division and/or takes advantage of an opportunity. 5) I recommend to the Vice Presidents and the President that we move forward in the application process.			
Comments: 			

Signature: Grants office

Grants Office	Signature			
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	Name		Date	
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☐ Approve ☐ Do not approve (please explain below in comment section)

Comments:

Signature: Business Office

Business Office	Signature			
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	Name		Date	
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☐ Approve ☐ Do not approve (please explain below in comment section)

Comments:

Signature: institutional effectiveness

Institutional Effectiveness	Signature			
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	Name		Date	
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☐ Approve ☐ Do not approve (please explain below in comment section)

Comments:

Signatures: Vice Presidents

Instruction	Signature			
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	Name		Date	
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☐ Approve ☐ Do not approve (please explain below in comment section)

Comments:

Student Services	Signature			
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	Name		Date	
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☐ Approve ☐ Do not approve (please explain below in comment section)

Comments:

Administration	Signature			
	Name		Date	
<input type="checkbox"/> Approve <input type="checkbox"/> Do not approve (please explain below in comment section)				
Comments:				
Signature: President				
Signature				
Name		Date		
<input type="checkbox"/> Approve <input type="checkbox"/> Do not approve (please explain below in comment section)				
Comments:				