

Please attach additional page(s) to continue(s) to any section(s) that need more space.

PROJECT CONCEPT FORM – NEW GRANT PROPOSAL

Project Title _____ Est. Funds Requested _____

Project Initiator _____ Department/Division _____

Dean's Approval _____ Date _____

Vice President's Approval _____ Date _____

If you have identified a likely RFP for this project, please include the following information:

Grantor _____ Allowed Funding Range _____

Cash and/or In-kind Match Requirements? No Yes (If Yes, describe in 5. below)*

Application Deadline _____ Start/End Dates of Grant _____

1. Project Description: WHAT do you propose to do? WHY do you propose to do it?

2. Strategic Initiatives to be Addressed & Expected Outcomes to Benefit Students

3. Project Timeline

4. Project Budget Items & Estimated Costs

- Personnel
- Vendor Services
- Training and/or Travel
- Facilities, Furnishings, Space, Electrical
- Computer Resources (i.e. data, phone, network, licensing)
- Equipment
- Supplies

5. Other needs (i.e. matching funds, letters of support, collaborators)