



Initiate Grant Proposal Form

This form should be utilized to request authorization to begin a grant project. Prior to any work being performed on the potential project, please complete and submit this form to Patrick McElhiney: jmcelhiney1@columbiastate.edu

Faculty/Staff Submitting Form:

Date:

College Department:

1. Funding source:

2. Is this a new project, or have you received funding for this before?

New Proposal Renewal

3. Please provide a brief description of the need/project for which you are requesting funds. Address how the activities are consistent with the mission and goals of the College:

4. Amount of funds to be requested:

5. Funding period:

through

6. Please list the major equipment, supplies, or personnel for which you are requesting grant funding:

7. Will stipends be requested as part of this grant project?

YES NO

8. Does this project require any resources from the College, beyond assistance provided by Grants Office?

YES NO

If YES, please describe:

Click or tap here to enter text.

9. If successful, are there any expectations/obligations of the College beyond the grant term financially or programmatically (e.g. sustained funding to maintain the program or personnel, etc.)?

YES NO

If YES, please describe:

Click or tap here to enter text.

10. Will you be partnering with another institution or institutions on a proposal that will be submitted by the partner institution?

YES NO

11. Proposal submission deadline:

Click or tap to enter a date.

For Grants Office Use Only

Please sign below indicating your approval of this grant concept to proceed to the proposal development phase. Once the proposal has been prepared, a Final Proposal and Budget Approval Form will be routed to you for signature prior to submission to the grantor. Please contact the Grants Director with any concerns.

Required Review	Signature	Date
Division Dean / Supervisor		
Vice President		
President		