

## **CLEVELAND STATE COMMUNITY COLLEGE GRANT REVIEW AND APPROVAL FORM (GRAF)**

CSCC staff seeking external grant funding must complete this form and the review process prior to submitting a proposal/application. Return to: Michelle Anderson, Grants/Development Specialist in the Administration building, A 211c.

### **Grant Application Checklist**

- Step 1: Completed the GRAF and included the grant proposal summary with this form.
- Step 2: Alerted the Grants Specialist of my interest in pursuing a grant and, if available, forwarded the guidelines or website.
- Step 3: Acquired Division/Department Chair support for the grant and obtained signature.
- Step 4: Acquired Vice President support for the grant and obtained signature.
- Step 5: Contacted Grants Specialist to work out a plan for completion.
- Step 6: Delivered the final budget and obtained the Business office sign-off.
- Step 7: Delivered the final proposal/application with budget to the Grants Specialist.
- Step 8: Obtained final approval signatures.
- Step 9: Arranged with the Grants Specialist to copy, package and mail or deliver grant.
- Step 10: Delivered the completed GRAF to the grants specialist and made a plan to celebrate.

### **Grant Information**

Funding Source: \_\_\_\_\_

New Grant \_\_\_\_\_ Continuous Grant \_\_\_\_\_

Person(s) requesting Grant: \_\_\_\_\_ Department: \_\_\_\_\_ ext. \_\_\_\_\_

Application Submission Deadline Date \_\_\_\_\_ Postmark \_\_\_\_\_ Delivered \_\_\_\_\_ Electronic Submission

Can you meet the final approval deadline (10 business days prior to submission)? \_\_\_Yes \_\_\_No

Indirect allowed? \_\_\_Yes \_\_\_No

Institutional match required? \_\_\_No \_\_\_Yes Explain –

After grant funds are spent, explain how the project will be sustained.

\_\_\_\_\_  
If you are applying for a grant on an annual basis you do not have to answer the following questions:

Did you include the Grant Proposal Summary with this form? \_\_\_Yes \_\_\_No

Did you take the Grant Go/No Go Quiz? What was your score? \_\_\_\_\_

Signature of Person (s) Requesting Grant \_\_\_\_\_ Date \_\_\_\_\_

### **Pre-approval signatures**

Obtain in the following order before proceeding with grant development.

Div/Dept Chair \_\_\_\_\_ Date \_\_\_\_\_

Vice-President \_\_\_\_\_ Date \_\_\_\_\_

Dir. of Inst. Advancement (Foundation) \_\_\_\_\_ Date \_\_\_\_\_

Grants Specialist \_\_\_\_\_ Date \_\_\_\_\_

### **Final Approval Signatures**

I have reviewed the grant proposal information and agree that it should be submitted.

VPFA \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_