

All grant requests must go through Brookdale's Office of Grants and Institutional Development. Please complete this form and obtain the first three signatures before submitting to the Director, Grants and Institutional Development at least 30-60 days prior to the submission deadline. The concept will be reviewed to ensure that the strategies or activities proposed align with institutional priorities and that there is sufficient time and resources to complete the application. Grant funded positions need HR approval and the budget needs Finance's approval at least 1 week prior to the submission deadline.

Project Director(s):	Extension:
Department:	Program Name:
Project Title:	
Who is the funder? Please attach or provide link to grant materials.	
Application Deadline:	Proposed Project Timeframe:
Project Description (50-100 words):	
Alignment with College Priorities <i>(How does the proposed activity align with institutional or departmental priorities?)</i>	
Estimated Grant Request:	Match Required:
Type of Match (cash or in-kind):	Finance Approval, if match is required (please initial):
Grants Office Support <i>(Please indicate the level of support needed from the BCC Grants Office)</i> <input type="checkbox"/> Preliminary planning assistance and funding research <input type="checkbox"/> General proposal proofing and editing <input type="checkbox"/> Complete proposal development <input type="checkbox"/> Writing specific sections of the proposal (please specify) _____	

Approval/Review Signatures

_____ Department Chair or Project Director	_____ Date
_____ Institute Dean	_____ Date
_____ Provost & Vice President of Academic Affairs	_____ Date
_____ Director, Grants & Institutional Development	_____ Date
_____ Executive Director of Finance or VP of Finance	_____ Date
_____ Manager, HR Services and/or AVP Human Resources <i>*If personnel are included in grant request</i>	_____ Date