ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE

Grant Writing Approval Form

The Grant Proposal Plan must be submitted no less than 30 days before the grant deadline in order to receive institutional endorsement. Since every grant commits the College - and not just the principal investigator or projector director - to programmatic, financial, legal and ethical obligations, you need to contact your Dean very early on as you prepare to seek funding for your project. Special exceptions to the 30 day timeline will be made at the discretion of the President's Office.

Grant Proposal Info	
Project Name:	
Date Plan Submitted:	
Department:	
Proposed Project Lead:	
Proposed Dean Sponsor:	
Project Team:	
Funding Source(s):	
Grant Due Date:	
Grant Period/Duration:	
Integrated Planning Goal Alignment:	
Partnership: (Y/N & Prospect(s))	

Proposal Description (2-5 sentences)

Budget Info	
Estimated amount:	
Indirect costs: (Y/N & Rate)	
Matching funds: (Y/N & Percent)	
Sources of the matching funds:	
Project Impact/Requirements	
Briefly describe the projected impact on personnel: (Reassigned, hired, contracted, overload, etc.)	
Briefly describe the projected IT requirements: (Data, video/audio, software, training, etc.)	
Briefly describe the projected equipment requirements: (Computers, instructional materials, software, supplies, etc.)	
Briefly describe the projected facilities requirements: (Classroom or lab space, modifications, renovations, etc.)	

Support/Approval Signatures:

Project Lead Support: _____ Date: _____

Dean Support: _____ Date: _____

Vice President Support: _____ Date: _____

President Approval: _____ Date: _____