

**Grant Authorization Form**

This form must be complete before developing or writing a grant proposal. Use this form

- for grants \$10,000 and over
- for grant-funded projects impacting multiple Deans/Directors (e.g., Institutional Research, IT, Facilities)
- after informally discussing your grant proposal with the Grants Coordinator

Please complete the *Expedited Grant Authorization Form* if your grant proposal is under \$10,000 and impacts no more than one Dean or Director.

Note: The intent of this form is to provide authorization to pursue exploration of a grant-funded project. It does not provide final authorization to submit a grant proposal. Prior to submission, the Grants Coordinator must review the grant proposal and obtain approval to submit from Business Services.

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Person(s) proposing this grant project \_\_\_\_\_

Department/program that will “house” the project \_\_\_\_\_

Name of the granting agency (if known) \_\_\_\_\_

Estimated project budget \_\_\_\_\_ Estimated grant request \_\_\_\_\_

Due date of grant application and/or letter of intent (if known) \_\_\_\_\_

General description of the project, including how it aligns with the college’s mission and strategic plan:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Primary grant requirements:**

\_\_\_\_\_

\_\_\_\_\_

**Fiscal Impact**

Grant Period: From \_\_\_\_\_ to \_\_\_\_\_

For a multi-year grant, does the annual funding: increase, remain the same, or decrease

Is Chemeketa required to assume the project/program cost after grant is over? Yes No

Are indirect or administrative costs allowed? Yes (percentage allowed \_\_\_\_ %) No

Does the granting agency require matching funds? Yes (percentage or amount: \_\_\_\_\_) No

**Other Information**

List the departments/programs (e.g., IT, Marketing, Facilities) that could be impacted by this project.

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Have the impacted department/program Deans or Directors been notified of the grant project?

Yes  Not yet

Name the physical location(s) where the project activities will occur

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What college equipment or facilities will be used during the project period?

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Which outside agencies/partners are involved and what will they contribute to the success of the project?

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**Approvals required:**

Executive Dean

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Signature Date

Vice President

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Signature Date

Form updated: May 10, 2019