



Office of Sponsored Programs

Step # 1 Concept Approval - Concept approval insures **one** proposal will be submitted that is appropriate and competitive. The process of resolving issues regarding matching funds, hiring new personnel, IT support, IRB and facilities use is started. Indirect cost allocation is determined.

Funding Source: Federal State Corporate Nonprofit Regional/Local Donor Invite

Source of Request for Proposal (rfp) (choose one):

Does this grant require submission through a 501(c)3? Yes No

Title of Proposal: New Renewal

1. Describe how this proposal will benefit students, your campus and CMC.

2. Total Funding Request: Cash Match? No Yes Amount

In-Kind Match? Yes No Indirect Cost Allowed? Yes No

3. Human Resources – New/Changed positions*

a) Anticipated

b) Supplemental & Reassignment Contracts

4. IT – purchase of computer hardware, software, new interfaces or reports*

5. Institutional Research – Describe data requests needed for grant reporting:

6. Facilities Location and description:

Renovations

Allowable capital new facilities

7. Institutional Review Board (IRB) – human subject research approval needed? Yes No

Signatures: _____ Date _____ Initiator/Grant Writer

_____ Date _____ Supervisor of above

_____ Date _____ Campus VP OR Foundation CEO

Reviewed by _____ Date _____ **Date Proposal Due** _____

***These departments need 10 business days to approve proposal submission (STEP 2)**