

Centenary

Grant Routing Process/Form

In order to assist and accommodate faculty in their pursuit of grants to enhance the educational mission of Centenary College of Louisiana, this form must be completed and submitted to the coordinator for grants and faculty endowments with the signed approval of the department supervisor, division cabinet member and any supporting documentation as indicated or needed. Please complete early in your grant writing process.

Steps for Submitting Grant Proposals

1. Complete the following information:

Project/Program Name _____ Department _____

Submitted by _____ Title _____

Funding Agency _____ Grant Program _____

Budget Request: Direct Costs _____ Indirect Costs _____

Match Requirement: _____ None _____ Cash \$ _____ In-Kind \$ _____

Source(s) of Match _____

Duration of Project _____ One grant cycle _____ Multi-year proposal _____ How many years? _____

Start/End Dates _____ Deadline for submission _____

2. Please attach a brief narrative that addresses the following:

- a. Description of the project

- b. How does this project align with the mission of the College?

Include the following if "yes."

__ yes __ no Does this project include sub-grantees or partners? If so, be sure to list.

__ yes __ no Will any new positions be created? If yes, how many and for what purpose?

__ yes __ no Does this proposal involve release time for faculty? If yes, please describe.

__ yes __ no Will additional space be required? If yes, attach impact statement from the Director of Facilities.

__ yes __ no Is technology included? If yes, attach impact statement from the Director of Information Technology.

__ yes __ no Is IRB approval required? If yes, attach approval, application, or plan for application.

Signatures required for proposal submission. Signatures indicate approval for submission.

Proposal Author

Department Supervisor

Division Cabinet Member

Vice President of Finance/Admn.

Date

Fund	Organization	Program	Account